

3 1761 09629482 2

JULY — SEPTEMBER 1980
Annual Report Issue

RECEIVED

JUL 14 1980

R.C.B.S.



RETURN TO BASEMENT

Ontario Dental Nurses & Assistants Association



Digitized by the Internet Archive
in 2026 with funding from
University of Toronto

<https://archive.org/details/31761096294822>

INDEX

2. Editorial
3. President's Message
- 4-5. Trophy Winners — Convention '80
5. "A Personal Statement" — article
6. Table Clinic Trophy Awards — photographs
7. Cabaret Luncheon — Convention '80
8. Letters to the Editor
- 9-10. O.D.N. & A.A. Membership surveys
- 11-14. 49th Annual Meeting Reports of O.D.N. & A.A.
- 14-15. Minutes of the 49th Annual Meeting of the O.D.N. & A.A.
15. Announcement to members
16. Sudbury D.N. & A.A. Clinic Day
17. "The Importance of a Smile" — article
- 18-19. Trophy Awards and Special Presentations
- 20-23. Financial Reports
- 24-26. Affiliated Association News
- 27-34. O.D.N. & A.A. BY-LAWS
35. O.D.N. & A.A. Board of Directors Listing 1980-81
36. O.D.N. & A.A. Board of Governors Listing 1980-81

DEADLINE DATE FOR THE NEXT ISSUE (OCT.-DEC.) — AUG. 27, 1980
(Submitted to the Editor before the above date)

SUBSCRIPTION RATE: \$10.00 per year payable January 1 for non-members. A subscription to the Journal is included with an Ontario Dental Nurses and Assistants Association Membership.
The Journal is published four times a year with the deadline date published in the previous issue.

THE OPINIONS EXPRESSED IN THE ARTICLES ARE THOSE OF THE AUTHOR AND DO NOT NECESSARILY REPRESENT THE VIEWS OF THE ONTARIO DENTAL NURSES AND ASSISTANTS ASSOCIATION OR THE EDITOR.

Editor: MRS. HEATHER A. NIKOLAEV
113 Cathcart Street
LONDON, Ontario
N6C 3M2
519-679-8208 (Res.)

Journal Committee:
MRS. PATRICIA MILLER
MISS HELEN CROWE
MISS MARY LOU FISCHER

Printer: HUDDLESTON AND BARNEY LIMITED
P.O. Box 338
WOODSTOCK, Ontario N4S 7X6
519-537-5596
519-285-3626 (London)
416-364-7948 (Toronto)

Ontario Dental Nurses & Assistants Association



EDITORIAL

Another successful Convention was held in Toronto this year. If you were part of it, you are already aware of the hard efforts that must have been put forth by the convention committee and the others involved. There is a write-up on page 7 regarding the 'Monday Cabaret Luncheon'. The Monday night dance held by the O.D.N. & A.A., with entertainment by the "Stan Hiltz Orchestra" was definitely a big hit. I personally would like to thank the organizers of that evening and their choice in the entertainment — a terrific time was had by all! Monday certainly was a great day to be entertained by the O.D.N. & A.A.

Tuesday, the O.D.N. & A.A. provided us with a lovely luncheon, namely the "Lilac Luncheon". The London D.N. & A.A. hosted this function and served us with a tasty meal and Mr. Paul Goldman was scheduled to speak following lunch.

Wednesday morning was a morning of farewell for our president Patricia Howes. Pat has served as president for one year and has stepped down now to accept her position as past president. Pat has had a very full year of travelling, organizing and meetings — all in the name of business. She has done a wonderful job as president and has brought some fresh ideas into the Association board room. Of course she will still be there, for guidance, by the side of our new president Brenda Moffatt, who is now in office. We wish Brenda all our best wishes in her new endeavours and put our confidence in her as she is a very dedicated and intelligent young lady, who is quite capable of filling the shoes of the president. Brenda was placed in office at the Wednesday morning breakfast.

The trophies and awards were presented on the Wednesday also and the results are published on page 4.

The following words are excerpts from the article "Are You A Part . . . ?" by Mollie Homphreys, which was published in the July-September 1979 issue of the Journal.

"We thank you for giving us the opportunity to revisit old friends and make new ones."

This is part of a prayer that is said at O.D.N. & A.A. luncheons. Having heard this for the first time as a member of the O.D.N. & A.A., I was moved by the warmth this quotation projected. By the first luncheon I had already met five or six people briefly and hoped I would see them again. I was looking forward to more lectures, where I have the opportunity to encounter even more people dedicated to the same career as I.

Looking up at the Executive of the O.D.N. & A.A., I thought how remote they would have all seemed to me had I not attended Convention '79. Now, just as a member invited to eat at a luncheon, I felt closer to these girls. I felt that they were a group of friends organized to represent a larger group of friends — THE ONTARIO DENTAL NURSES AND ASSISTANTS. I felt content to know I was doing my part for the Association just by attending.

I feel that attending Convention will bring you much closer to the members representing you and your local chapter. Attending the luncheons, instead of grabbing a snack at a counter in a mall, will allow you the opportunity to become more familiar with those members at the head table. They may have to appear slightly more professional at conventions, yet, when they step down from the table their smiles indicate that they are friendly and accessible.

Many more emotions were awakened in me than I had anticipated at this, my first Convention. As a member of the O.D.N. & A.A., I feel good about belonging to a professional organization. I feel good about socializing with dental assistants from all parts of Ontario. Next year may not be as thrilling to me, or it may be even more thrilling, but I feel that in the year to come my enthusiasm for Convention will be constantly building.

I thought that these words written by a member, attending Convention for the first time, were worth printing again to help you perceive the feeling people get when they attend Convention. She has left us with some lovely thoughts to ponder.

I would like you to consider this time to be the official "O.D.N. & A.A. New Year". When you receive this Journal, imagine it to be New Year's Eve and time to make your New Year's Resolutions.

In the past, if you have been a fence-sitter and a non-participator in your Association and your Journal, now is the time to make your resolution! Be a contributor and a participator when things get back **in the swing** in the Fall of 1980. Make that resolution now! Start the ball rolling for your active participation now! You can help by collecting material for your Journal or by writing a message or article yourself. There must be some area of your profession that you are particularly fascinated with, or an area in which you are very knowledgeable. Also, if you know of someone else, please encourage others to contribute.

The O.D.N. & A.A. ends its year with the Spring Convention and the election of new officers for the Executive. Therefore, I felt this was an ideal time for a change in your ways. Making new resolutions is not restricted to December 31, so I implore you — switch over and become a supporter of your Journal. *Don't Fight but Switch!*



HEATHER A. NIKOLAEW
Editor

PRESIDENT'S MESSAGE



As your new President let me first congratulate all newly elected representatives to the Board of Directors, Accreditation Division and, to the Affiliate Executive, on your election. The coming year will be one of challenge for each of us, as we anticipate our 50th Anniversary.

The past decades have seen us grow from a fledgling group to a professional organization. The reason for founding the O.D.N. & A.A. was to develop ways and means of serving its members and, in light of this, we have designated this year as "Membership Year". As your new President, I, along with my executive will be working to find better ways of serving you, and you must realize that in order to do this we need your help. It is imperative that you utilize your board representatives to the maximum. They are our direct link to you and unless they are made aware of your concerns and ideas they can not fulfill their role as your representatives.

The coming year offers a great many challenges and opportunities to the O.D.N. & A.A. In the months ahead, I will be in touch with each affiliate by way of newsletters, the journal messages and when possible personal visits.

One of the immediate goals I have set for the coming year is, the development of an insurance package for O.D.N. & A.A. members. While this project is still in the idea stage, we are looking towards a package which will include life insurance and, income protection at as low a premium rate as possible. In order to achieve this, we need information from each member. Included in this month's journal is a questionnaire we would ask each member to fill out and return so that we may begin the preliminary negotiations.

Improved communication is another main goal for the coming year, first with the O.D.N. & A.A. membership, as I described, and secondly, with others in our profession.

The O.D.A. is in the process of setting up a liaison committee involving themselves, the O.D.N. & A.A., the R.C.D.S. and the O.D.H.A. Your executive is looking forward to participating in that committee.

Our executive is also looking for ways of improving your negotiating position with your employers. Your help in filling out the questionnaire enclosed in this journal regarding employment standards, i.e. salaries and benefits will assist us to this end. We intend to publish an analysis of this survey in the next issue of the journal.

These are just a few of the challenges facing us this year. With your help and a combined effort, I know we will meet these and other challenges successfully.

BRENDA MOFFATT, C.D.A.
President

WINNER OF THE MAX HANNA LUCKY DRAW

for the January-March 1980 issue

Miss Mary T. Kelly, who is a certified member of the O.D.N. & A.A., works in the office of Dr. G. L. Mason, 51 Arthur St. S., Elmira, Ontario. Mary who lives in Waterloo, Ontario, is now the proud owner of a new "Dorchester solid state stereo system."

The Lucky Draw gifts are donated by Mr. Max Hanna, D.T., who has office locations at:

Max Hanna Denture Therapist Clinic
1301½ Dundas Street
LONDON, Ontario

Max Hanna Denture Therapist Clinic
536 Simcoe Street
WATFORD, Ontario

Max Hanna Denture Therapist Clinic
144 Pitt Street West
WINDSOR, Ontario

Many thanks to Max Hanna, for being a kind contributor to our Association and for making the "Lucky Draw" possible.

Congratulations to our lucky winners!

THE EDITOR

TROPHY WINNERS — CONVENTION '80

"IRENE POLLOCK LOYAL ASSISTANT TROPHY"

Irene Pollock was a former President of the O.D.N. & A.A. and the C.D.N. & A.A. This trophy is presented to the dental assistant who submits the longest record of consecutive employment with one employer.

WINNER — PATRICIA MILLER
of London Association

"L. D. CAULK ACHIEVEMENT TROPHY"

This trophy is a memorial trophy of Mr. George Dobey. The original trophy was the 'George Dobey Achievement Trophy' and was donated in his name by the L. D. Caulk Company for his great support and many contributions to our Association. The original trophy was replaced in 1972, by the current 'George Dobey Memorial Trophy'. In order to win this trophy you must have served on the Board and can only be presented to the same person once. The voting of this trophy is done by the Board of Directors and in secret ballot. The winner of this trophy is chosen for their outstanding dedication to our Association in the last year.

WINNER — PATRICIA HOWES
of Halton-Peel Association

"R.C.D.S. MEMBERSHIP TROPHY"

The current trophy is a replacement trophy donated by the R.C.D.S. in 1975. The old trophy has been refinished and is retired to the O.D.N. & A.A. Headquarters. This trophy is presented to the Affiliated Association showing the largest number increase in Membership in the past year.

**WINNER — THUNDER BAY DENTAL NURSES AND
ASSISTANTS ASSOCIATION**

JOURNAL PRIZES

"O.D.A. IREAN BRUCE FIRST PRIZE TROPHY"

The original trophy was the 'Irean Bruce Bulletin Trophy' donated by Mrs. Bruce in 1948. This trophy is now replaced by the Irean Bruce First Prize Journal Trophy and was donated by the O.D.A. in 1977. Mrs. Bruce is a '50 year' member of the O.D.N. & A.A. and a senior past president of the O.D.N. & A.A. An article is chosen from the many articles submitted for judging in our Journal Contest.

WINNER — MERIAL HAGGERTY of Kenya, Africa
(formerly of Sarnia, Ontario)
Article: 'Consider Orthodontics',
published in Jan.-March 1980 issue.

"PATRICIA MILLER SECOND PRIZE TROPHY"

This trophy was donated in 1972 by Mrs. Pat Miller. It is a champagne bucket to exemplify her bubbling personality. Pat is a past president and vice-chairman of the Accreditation Division of the O.D.N. & A.A. An article is chosen from the articles submitted for judging in our Journal Contest.

WINNER — CAROLINE SORBARA
of Etobicoke Collegiate, Toronto
Article: 'The Importance of a Smile' — published in
this issue.

"LORRAINE BOOMHOUR JOURNAL CONTRIBUTION AWARD"

This award was designed to be presented to an Association or an individual that presented outstanding articles or active participation in our quarterly publication of the O.D.N. & A.A. Journal. Lorraine Boomhour, former Journal Editor, donated this trophy in 1978, to create more interest in our Journal.

WINNER — PATRICIA MILLER
of the London Association

"MILLIE THOMSON STUDENT JOURNAL AWARD"

This award was donated by Millie Thomson who is a past president of the O.D.N. & A.A. This award is to be presented to a STUDENT who contributes an article to the Journal Contest. An article is chosen from the many articles submitted for judging in the Journal Contest.

WINNER — STACEY WILLIAMSON
of Niagara College
Article: 'Winter Clinic Student Day'
published in Jan.-March 1980 issue.

"PAT MILLER STUDENTS CLINIC DAY PARTICIPATION AWARD"

This plaque was donated this year by Pat Miller a past president of the O.D.N. & A.A. and vice-chairman of the Accreditation Division. This last year was the first time that a special Winter Clinic STUDENT DAY was held. This award was for presentation to the Student who wrote the most interesting article about their experiences on that day.

WINNER — CARLA RIENZO of Niagara College
Article: 'Winter Clinic Student Day'
published in Jan.-March 1980 issue.

TABLE CLINIC PRIZES

"O.D.A. FIRST PRIZE"

This table clinic award was donated in 1972 by the Board of Directors of the O.D.N. & A.A. This award is being presented to the winner of the eleven table clinics which were presented for judging at Convention this year.

WINNER — WATERLOO-WELLINGTON ASSOCIATION

Topic: 'Food for Thought — Body and Spirit'

Assistants: Arlene Anderson, Irma Wagner, Peggy McFaul, Myrna Eby.

"JUNE COOK SECOND PRIZE"

This trophy was donated by June Cook many years ago. June donated countless hours to the Executive of the O.D.N. & A.A. and she also served as Accreditation Chairman from 1968 to 1978. This trophy is presented to the second place of the eleven table clinics which were presented.

WINNER — LONDON ASSOCIATION

Topic: 'The Answer to those X-Ray Questions'

Assistants: Helen Crowe and Mary Lou Fischer

"O.D.N. & A.A. BOARD OF DIRECTORS THIRD PRIZE"

This trophy was donated by the Board of Directors of the O.D.N. & A.A. to be presented to the third prize winner of the eleven table clinic presentations at Convention.

WINNER — HAMILTON ASSOCIATION

Topic: 'Diagnostic Techniques of an Orthodontic Examination'

Assistants: Judy Robertson, Aurora D'Angelo, Ann Preston, Gail Scriver.

"FIRST PRIZE STUDENT AWARD"

This plaque is donated each year by the O.D.N. & A.A. Accreditation Division to be presented to the school that is chosen as the winner of the table clinic presentations at Convention.

WINNER — ST. CLAIR COLLEGE, Windsor

Topic: 'Follow the Tooth Saving Road'

Students: Anne Czegeny, Dorothy Bennie, Sharon Wall.

"STUDENT MEMBER CLINICAL AWARD"

This award is presented to the students chosen for their classroom and clinical ability. There are usually two of these awards presented; one by the O.D.N. & A.A. Board of Directors and one by the Board of Governors.

WINNER — ANNA MORAO, Lorne Park Secondary School

WINNER — VALERIE JAMIESON, Etobicoke Collegiate

(Valerie's award will be presented at the school's commencement)

A PERSONAL STATEMENT

by Christine Dow, C.D.A.

I've learned to floss and I've learned to brush. I've even become a teacher in that field. I know how fluoride works, and yet I'm not sure I'm successful in getting the preventive campaign going.

A teacher is important for she can explain to the patients valuable information, like how caries begin, how diet effects plaque accumulations, and the methods used help her students to understand and retain these facts. It is up to the teacher not to take the 'responsibility for learning' on herself — but to pass it on to the students. It is a teacher's duty to help the students learn by first, making them aware of a problem and then secondly, making them personally interested in solving it. In order to do that the plaque is shown to the patients under a microscope and in their mouths after disclosing. At this point the patient can visualize what the problem is and can take the appropriate steps to correct it. My methods of teaching don't seem to satisfy myself that there is any apparent, visual change, in the behavior of my patients.

Recently, I joined Weight Watchers and as a result, my behavior has changed. I'm eating all the right foods, and I'm losing weight. Weight Watchers have innovative ideas that they practice daily. They offer incentives that could be used in the dental field also. Some of the incentives being taught there, could be utilized in my teachings to influence others' behavior in relation to Preventive Dentistry. People respond when they feel that *their needs* are being attended to. The desirable aspects of weight loss, (which I referred to earlier as the incentives) are presented as follows: an attractive appearance, good health, longer life and a feeling of self-esteem. The lecturer at Weight Watchers deals with *my questions* and *my problems*. She allowed me to develop *my own goals* and gives *me feedback* on my achievements.

As a Dental Assistant, can I be a motivator? If I listen to my patients and attend to their needs and if I can present oral health to them in *positive terms*, like attractive appearance, longer life and a feeling of self-esteem. If I help my patients develop *their own goals* and give *them feedback* on their achievements, then, their behavior too might change.



OCTOBER-DECEMBER ISSUE 1980

DEADLINE DATE FOR MATERIAL —
AUGUST 27, 1980

MAIL MATERIAL TO:

Mrs. Heather A. Nikolaew
Editor, O.D.N. & A.A. Journal
113 Cathcart Street
LONDON, Ontario N6C 3M2
Phone: (519) 679-8208 (Res.)

Please! All articles must be printed and legible. Double spacing allows room for editing and corrections. It is helpful if each submission is accompanied by a letter of explanation.

TABLE CLINIC TROPHY AWARDS



"O.D.A. First Prize Table Clinic Trophy" presented here to Irma Wagner by Dr. Ken Pownall. Waterloo-Wellington won this prize and the assistants representing that Association were Arlene Anderson, Irma Wagner, Peggy McFaul, and Myrna Eby.



The "O.D.N. & A.A. Board of Directors Third Prize Table Clinic Trophy" is presented here to Judy Robertson by Dr. G. Perlmutter. Judy represents the Hamilton Association and was one of the four assistants making the table clinic presentation. The other assistants were Aurora D'Angelo, Ann Preston, and Gail Scriver.



Helen Crowe (left) and Mary Lou Fischer (centre) of the London Association are shown accepting their trophy, "The June Cook Second Prize Table Clinic Award". This award was presented by Miss June Cook (right).



"First Prize Student Table Clinic Award" was won by St. Clair College. Accepting the award, due to the winners' absence, from Marg Deichert (right) is Nancy Bridgeman (left) a student from St. Clair College in Windsor. The three students who presented the table clinic were Anne Czegeny, Dorothy Bennie, and Sharon Wall.

CABARET LUNCHEON

featuring "CYCLOS THEATRE"

You really missed a great time at the O.D.A. sponsored Luncheon, held Monday at the Holiday Inn during Convention if you were not one of the 450 assistants who attended. The entertainment really was fantastic! This was the first time that the Convention committee has tried a luncheon provided with entertainment and it certainly was a smash hit. The theatre group that performed was called the "Cyclos Theatre of Mississauga". They certainly did their homework in preparation for our luncheon. There was much singing and comedy for our amusement and with the permission of the Cyclos Theatre, I have some 'extracted' material (no pun intended) taken from the dialogue of that day;

There was a small skit involving the identity of our President in which she was referred to as "Pat Howes, The Under-cover Dental Nurse". Regarding the dental assistant, there was a reference made to, "We call them the White Angels of Oral Hygiene". The program was set partially around a letter sent by the Royal College of Dental Surgeons announcing a Creative writing contest, co-sponsored by the College and by the O.D.N. & A.A. Association Journal. To create comic relief throughout the program (although comic relief was definitely not required) the entries to this writing contest were read aloud by the performers of the group. The articles were fictitious of course. Nearing the end of the program, a 'song and dance' routine was performed by the group in which three of our members joined in the fun. The talented young ladies were: Nancy Block, Helen Crowe and Lynn Morris. Bravo girls!

The following extractions are taken from the program and are shown in quotations:

"The Association has revealed that nurses and assistants may soon be in line for annual salaries as large as, or larger than dentists. The Labour Relations Board tabled a report at Queen's Park stating that if nurses and assistants were paid for all the expanded duties they carry out, they would be in the 'one hundred thousand a year' bracket. Those extra duties are reported to include: psychiatric counselling, baby-sitting, janitorial

work, secretarial work, office supervisor, business co-ordinator and mother-confessor to the dentist. When the media made the report public, dentists across the province were seen buying large bouquets of flowers for their assistants, and telling them how spiritually advanced their vocation was." . . .

. . . "The tragic story of a Sarnia area dentist who was working on his pet project, 'electronic self-cleaning dentures', dentures designed so that increase of saliva after eating would cause electronic pulses to pass across the surface of the dentures and clean them spotless.

While working on a set, the doctor accidentally dropped them into a water solution. Without thinking, he reached in to retrieve them. The moisture activated dentures went into over-gear and chewed the poor fellow's hand off right up to the wrist before a quick-thinking nurse beat them off with a pair of saliva ejectors. The gutsy doctor immediately plunged into the writing of a book which explores the joys of 'three-handed dentistry'. The electronic dentures were last seen hopping across the parking lot towards a ravine noted for its wildlife."

I would like to thank the members of the Cyclos Theatre for brightening our day and our luncheon and for allowing me to use a small portion of their material for those of you who weren't there. Of course you've all heard the expression . . . "You had to be there".

The members of the group are as follows: TOM O'HANLEY, artistic director and head writer; BILL COLGATE, song writer and lead singer; VIVIEN STOLLMEYER, choreographer and singer; PAT DEWAR, designer and singer; JOAN BENDON, choreographer and singer; PHIL PARMENTIER, pianist and arranger; JOHN HUNTLEY, bass.

They have been together for 5 years and perform in regular theatre, cabaret, regular children's productions in theatre, in schools and touring schools.



THE EDITOR

MAX HANNA LUCKY DRAW

JULY - SEPTEMBER, 1980

NAME _____

ADDRESS _____

CITY _____ PROV. _____ POSTAL CODE _____

RESIDENCE PHONE (AREA CODE _____) _____

CERTIFIED MEMBER OF O.D.N. & A.A.: ☐ Yes ☐ No

AFFILIATE ASSOCIATION _____

EMPLOYER _____

ADDRESS _____

CITY _____ PROV. _____ POSTAL CODE _____

BUSINESS PHONE (AREA CODE _____) _____

Only Members of the O.D.N. & A.A. can participate in the lucky draw. No other entries will be accepted. Each participant in the lucky draw will only be allowed to win once per year. The Judge's decision will be final.

MAIL ENTRY TO: Mrs. Heather A. Nikolaew, Editor O.D.N. & A.A.,
113 Cathcart Street, LONDON, Ontario N6C 3M2

ENTRIES MUST BE RECEIVED
BY AUGUST 22, 1980.

Letters to the Editor

Dear Mrs. Nikolaew,

Take a bow for the January-March issue of the O.D.N. & A.A. magazine. It's really good and I feel proud to be associated with a group which can produce such high quality work. Of course I would expect it of the O.D.N. & A.A. and you do too. But it's nice to notice and say so isn't it?

It seems to me that not only the strictly dental articles, but also the others, are very well presented and the variety and relevance is excellent. I have enjoyed it all and found it useful. Please make sure I stay on the mailing list. If my subscription expires you can renew it in Canada by billing my sister.

Reading the magazine makes me want to be with you at Convention time — maybe next year when I shall be in Canada! Please give my greetings to all the girls I know and say that I wish you a most profitable and successful time. I am looking forward to meeting you all again and especially our new Toronto president.

Again thanking you for maintaining a high standard for O.D.N. & A.A. and letting me share it.

Sincerely yours,
OLIVE FULLER
Village Centre Pannaivilai,
Kulattoor 627903
Tamilnad, S. India.

Dear Mrs. Nikolaew,

I am writing to congratulate you and your staff on the January-March edition of the O.D.N. & A.A. journal! From cover to cover it is a fine example of a professional magazine.

The message from our president was definite and encouraging! It is 'obvious' that our accreditation division has been very active also, on behalf of all dental assistants.

The feature article, "Telephoning Recalls", was excellent. The message on dental health week from Dr. K. Babcock and the one by Dr. Neil Farrell were of particular interest, since we in public health are very involved in the preventative aspect of dentistry.

Since I took time out last year to voice my discontent with certain aspects of our organization, I felt compelled to let you know how pleased I am with the 'obvious' strides that have been made!

Congratulations!

Sincerely,
(Mrs.) ISOBEL PEZOULAS, P.D.A.
293 Riverview Hts.
Peterborough, Ontario.

If you wish any issues discussed at the forthcoming C.D.N. & A.A. Annual Meeting, please contact Brenda Moffatt, your Ontario Delegate by phone before July 7, 1980.

Home Telephone — (519) 576-5106
Business Telephone — (519) 578-9670

CANADIAN DENTAL NURSES AND ASSISTANTS ASSOCIATION CONVENTION AND ANNUAL MEETING

July 13 to 16, 1980

at the

Holiday Inn, Halifax, N.S.

Ontario Delegate: MRS. BRENDA MOFFATT
President, O.D.N. & A.A.

NOTICE OF CHANGE IN REGULATIONS WITH REGARDS TO APPLYING FOR CERTIFICATION IN ONTARIO

All Dental Assistants eligible to apply for Certification PRIOR TO JUNE 1, 1979 must apply for Certification before June 1, 1981 without further examination.

Those presently eligible are:

1. Graduates of a Dental Assistant Program at an Ontario Community College.

OR

2. Graduates of a Dental Assistant Program at an Ontario Secondary School after one year (1800 hours) employment in a dental office or clinic.

OR

3. Those who have successfully completed the Challenge Examination sponsored by the Royal College of Dental Surgeons of Ontario. This examination was discontinued in 1979.

All Dental Assistants eligible to apply for Certification AFTER JUNE 1, 1979 must apply within two years of eligibility without further examination.

For further information contact:

MRS. ANN PHIPPEN, Executive Director,
Ontario Dental Nurses and
Assistant Association,
406 - 345 Dixon Road,
Weston, Ontario M9R 1S6



O.D.N. & A.A. MEMBERSHIP SURVEY

Please complete and return before July 30, 1980.

The purpose of this survey is to inform the O.D.N. & A.A. and its members of current salaries and benefits received. All information obtained is strictly confidential and is to be used by the employment guidelines committee. Results of this survey will appear in a future issue of this Journal.

1. Please indicate which affiliate you are a member of:

- | | | |
|--|--|--|
| ☐ Bay of Quinte | ☐ Brant | ☐ Halton-Peel |
| ☐ Hamilton | ☐ Kawartha | ☐ Kingston |
| ☐ London | ☐ Niagara | ☐ Ottawa |
| ☐ Sarnia | ☐ Simcoe County | ☐ Sudbury |
| ☐ Thunder Bay | ☐ Toronto | ☐ Waterloo-Wellington |
| ☐ Windsor | | |

2. Are you a ☐ non-certified dental assistant?
☐ certified dental assistant?
☐ preventive dental assistant?

3. Number of years experience in dental assisting

- ☐ 0-2
☐ 2-5
☐ 5-10
☐ 10-over

4. Duties you perform are ☐ chairside only
☐ receptionist only
☐ chairside/receptionist

5. Hourly salary received \$_____

6. Average number of hours worked per week_____ hours.

7. Do you receive overtime pay? ☐ yes ☐ no

If yes, at what rate are you paid?_____ (i.e. 1½ times or 2 times)

8. Please indicate Benefits Received in your office:

- ☐ uniforms
☐ convention fees
☐ O.D.N. & A.A. membership fees
☐ O.H.I.P.
☐ continuing education courses
☐ disability insurance
☐ dental care
☐ workman's compensation
☐ sick pay benefits

Please complete and return before July 30, 1980 to:

MISS PAT HOWES
70 Park Street, East #2408,
Mississauga, Ontario
L5G 1M5

INSURANCE SURVEY ON REVERSE SIDE



O.D.N. & A.A. MEMBERSHIP SURVEY

Please complete and return before July 30, 1980.

1. Do you feel your income is substantially essential to your family's lifestyle?
☐ yes ☐ no
2. Are you interested in a Group Insurance package offering life insurance and income protection?
☐ yes ☐ no
3. ☐ Yes, I am interested in life insurance.
4. ☐ Yes, I am interested in Loss of Income Protection, due to sickness or accident?

To obtain an accurate price quote regarding an insurance package for our members, we require the year of your birth. 19_____

Please complete and return to: MISS PAT HOWES
70 Park Street, East, #2408,
Mississauga, Ontario
L5G 1M5

EMPLOYMENT SURVEY ON REVERSE SIDE

ONTARIO DENTAL NURSES AND ASSISTANTS ASSOCIATION 50th ANNIVERSARY

In honour of our golden anniversary we are publishing a special issue of the journal — our "Golden Issue". If you have or know of any material (article, history or photographs) pertinent to this issue that we may be able to use, please mail to:

MRS. PAT MILLER
202 - 155 Gardenwood Drive
London, Ontario N6J 4C4

Please send a covering letter with your submission in order that we may contact you if necessary.

THE EDITOR

JOY OF BEING EDITOR

Getting out this Journal is no picnic,
If we print jokes, people say we are silly,
If we don't, they say we are too serious,
If we stick close to the office all day,
We ought to be around hunting material.
If we go out and try to hustle
We ought to be on the job at the office.
If we don't print contributions,
We don't appreciate genius;
And if we do print them, the paper is filled with junk.
If we edit the other fellow's writeup, we're too critical;
If we don't we're asleep.
If we clip things from other papers,
We're too lazy to write them ourselves.
If we don't we are stuck on our own stuff.
Now, like as not, some guy will say
We swiped this from some magazine.*

*We did . . . HEARTBEAT.

49th ANNUAL MEETING REPORTS of the Ontario Dental Nurses and Assistants Association

REPORT OF THE PRESIDENT

April 1980

As my term of office ends, I look back over the past year with a feeling of satisfaction, and look forward with great hope for the future of the O.D.N. & A.A.

Many of my goals as your President have been accomplished, due to the support of the Board of Directors and its various committees and I feel privileged to have worked with so many dedicated and enthusiastic people.

The combined workshop for the Board of Directors, Affiliate Presidents, Accreditation Board of Governors and its Representatives was the highlight of my term of office. This workshop strengthened the lines of communication between these three groups, as well as helped the executive of the O.D.N. & A.A. become more aware of the feelings of the Affiliate Associations, on so many pertinent issues. Thanks to those who participated, this workshop helped make my goal of improved communications a reality.

The report of the "Employment Guidelines Committee" is a step forward to the Dental Assistants in Ontario. This report will make members of the Dental Societies aware of the needs of the members of our Association. My sincere thanks to Susan Winter and her committee for the many hours of work they spent preparing this report.

The close relationship between our Association and the Ontario Dental Hygienists Association has continued over the past year, and I hope will become even stronger in the future. Be aware that as the role of the hygienist changes, so may ours. We must be future focused.

The continued support of the Ontario Dental Association is one of our greatest assets — and a major reason for our success. For this support we will always be indebted.

Voluntary membership in the C.D.N. & A.A. has resulted in a drastic decrease in funds and membership for our National Association. This has caused serious financial and management difficulties for the C.D.N. & A.A. We do have a responsibility to those members who have chosen to maintain a tri-level membership, and therefore must make positive efforts to improve the C.D.N. & A.A. status.

Our Journal has continued to improve, and is a professional journal we can all be proud of. However, more participation is still needed from our members. I wish to extend my sincere appreciation to Heather Nikolaew, a most capable and hard working Editor.

The Accreditation Division of the O.D.N. & A.A., chaired by Margaret Deichert and Vice-Chairperson Patti Miller has been busier than ever this year, planning for a new Certification Examination and sponsoring Clinic Days throughout the Province. Many thanks to Margaret and Patti and the entire Accreditation Division for their constant efforts to improve the status of the Certified Dental Assistant in Ontario.

In closing, I wish to thank every person here today, as well as members of the Advisory Board, the Office Staff, and most of all members of the executive, who have helped make this year a successful one for our Association. To Brenda Moffatt, I wish you success, and offer you my complete support in your new position as President.

Thank you for allowing me the honour of serving you as President.

PATRICIA M. HOWES, C.D.A.

REPORT OF THE PAST PRESIDENT

April 1980

During my term as Past President, I have attended three Board of Directors meetings, three Board of Governors meetings and all special meetings called by our President, Patricia Howes; Executive Director, Ann Phippen; and Accreditation Division Chairman, Margaret Deichert.

I have chaired the Membership Committee and served on the following Committees — By-Laws, Budget and Finance, Judicial and Resolutions.

It has been a pleasure to work with Heather Nikolaew on the Journal, and my personal thanks to Heather for her endeavours while serving as our Editor.

My thanks to the Board for my appointment to serve as Convention Manager.

I extend deepest appreciation to Brenda Moffatt for her many efforts and hours put forth in her capacity as Convention Chairperson. Brenda's bubbly personality along with her abilities will surely make her a great success as our President.

While serving the Association I have met and worked with many fine and knowledgeable people, to all of you I express my thanks.

I was pleased to be asked to attend the O.D.A. Conference and Workshop held at "The Briars", Lake Simcoe, in December also the Mid-Winter Meeting held in Chicago in February, 1980.

As I end this term as your Past President, I thank all of you for your support and kindness.

At the request of Margaret Deichert, I have served as Vice-Chairman of the Accreditation Division. I have enjoyed participating in the Educational Programmes within our Affiliated Associations. This year the Accreditation Division held a Student's One Day Seminar prior to Winter Clinic. It was my pleasure to be involved in the planning of this programme.

At this time I would like to thank Ann Phippen and her Office Staff for their co-operation and capabilities.

PATRICIA A. MILLER, C.D.A.
Past President.

REPORT OF PRESIDENT-ELECT

April 1980

This past year has been both a learning and a growing experience for me. I met the challenge of a new office, that of the president-elect, and the responsibility of chairing the 1980 Convention. I learned a great amount by observing others. For example: our President, Pat Howes; Convention Manager, Pat Miller; and Accreditation Chairman, Margaret Deichert just to name a few.

At the Board of Directors' meeting and the executive meetings I learned the value of both team work and compromise.

The workshop, held in December in Toronto, was particularly helpful in getting to know the problems facing the O.D.N. & A.A. and becoming aware of the deep well of talent the association has to draw from to meet those challenges successfully.

BRENDA MOFFATT, C.D.D.
President-Elect

REPORT OF VICE-PRESIDENT

April 1980

In May, 1979, I was elected Vice-President of the O.D.N. & A.A. I held office of Vice-President for one year, ending April 1980.

As Vice-President for the term 1979-80, I attended all Board Meetings and Executive Meetings as requested.

I was appointed to serve on the Public Relations committee for 1979-80 term.

It has been a great experience serving the O.D.N. & A.A. as Vice-President, and have allowed my name to stand for nomination for the office of President-Elect for the term 1980-81.

PAM GIGNAC, C.D.A.
Vice-President.

REPORT OF SECRETARY

April 1980

All special correspondence was sent on behalf of the President and the Association.

Executive and Board meetings were attended for the term 1979-80.

Trophies for the Annual Meeting are being summoned for the Breakfast at the meeting.

A report of the Employment Guidelines Committee was presented January 1980.

HEATHER MITCHELL,
Secretary.

REPORT OF BUDGET AND FINANCE COMMITTEE

April 1980

Although the budget presented for 1980 is not a deficit budget, we would like to make the following recommendations. The \$7,000.00 which was transferred from the Savings Account in 1979 should be replaced as quickly as possible as there is not many funds in reserve for the O.D.N. & A.A.

1. Travel Expenses be paid at the rate of:
Bus Fare OR
Train Fare OR
Car expenses at 10¢ a kilometre or 15¢ per mile.
2. NO parking fees paid.
3. Maximum \$10.00 to be paid for transportation to and from airport. (This does not mean \$10.00 each way).
4. Representatives from Toronto and Halton-Peel are to receive \$5.00 only per meeting.
5. Accommodations where applicable to be paid as per rates at Holiday Inn. Accommodations to be paid for Executive only.
6. As all furnishings and equipment in Head Office are owned by the Accreditation Division but are also used by the O.D.N. & A.A., the Accreditation Division has requested that a \$50.00 rental fee per month be paid.

(Mrs.) SUSAN WINTER, Chairperson
DR. N. DEIFENBACHER
(Mrs.) PATRICIA MILLER

REPORT OF MEMBERSHIP COMMITTEE

April 1980

The Membership Committee has held five meetings and reviewed 414 requests for Leave of Absence.

Ten of these requests were refused as they were working in dental offices on a full-time basis. As they were more than 50 km from an affiliate association (amendment to By-Laws), they were advised to pay the Ontario portion of the membership fee plus Certification Renewal.

Of the 404 accepted —

259 were not employed in Dentistry

42 were employed less than 20 hours per week. Letters from employers verified this.

57 were living and working outside the Province.

46 were students in Dental Hygiene.

(Mrs.) PATRICIA MILLER, Chairperson
(Miss) MARGARET DEICHERT
(Mrs.) BRENDA MOFFATT

REPORT OF EMPLOYMENT GUIDELINES

April 1980

The employment guidelines committee has drawn up a tentative employment guideline. This guideline has been accepted by the O.D.A. Auxillary Service Committee and should be published in one of the upcoming journals.

Thank you so much to all my committee members for their assistance and many hours of work on these guidelines.

SUSAN WINTER, P.D.A.

REPORT OF JOURNAL EDITOR

April 1980

The past year has been a fairly successful year for the progress of the Journal. The members of the Journal Committee are receiving many favourable comments regarding the recent issues of our Journal. Still working toward a goal of publishing a truly professional magazine, in content and appearance, the Journal Committee is requesting that the Budget & Finance Committee give consideration to a new heavier weight shiny cover. It is quite a compliment to the O.D.N. & A.A. to have dentists writing to me or just by word-of-mouth finding out their good feelings about our Journal.

We are fortunate to have the 'Max Hanna Lucky Draw' twice yearly. Max Hanna, D.T. has volunteered to hold the draw each time the Journal is published. Possibly future issues will carry the draw in each issue. Watch for it. The gifts that Mr. Hanna donates are chosen by himself and are very high quality gifts.

Articles are required desperately! We have a large supply of student articles on hand. It is nice to have a back-up of material, but we need feature articles from dentists and business people *plus* our own members. If you know anyone to approach regarding an article, please notify me.

Don't forget the deadline date of **October 31, 1980** for any material to be submitted for our "50th Anniversary *Gold Issue* of the Journal". This special issue will be published for Convention 1981. Please be helpful in our search for old material or pictures of interest pertaining to special events over the last 50 years.

The JOURNAL DEADLINE DATES for 1980 are:

JULY-SEPTEMBER ISSUE — May 14, 1980

OCTOBER-DECEMBER ISSUE — August 27, 1980

HEATHER A. NIKOLAEW
Journal Editor.

REPORT OF 1980 JUDICIAL COMMITTEE

April 1980

There were no transactions for this Committee since our last report.

MARGARET DEICHERT, C.D.A.
Chairman.

REPORT OF 1980 CONVENTION CHAIRMAN

April 1980

For the past eleven months the Convention Committee has been piecing together the multitude of details and arrangements necessary to make an annual convention happen.

Details such as deciding on who would be a good guest speaker and then arranging for them to take part in the O.D.N. & A.A. Annual Convention. Co-ordinating our efforts with those of the O.D.A. so that the two functions would run in harmony with each other and working with the O.D.N. & A.A. Journal to keep the membership aware of the plans for this year's convention.

My decision to appoint Pam Gignac as Table Clinic Convenor and Heather Mitchell as the Trophy Convenor has eased the load from my shoulders to their capable shoulders. Pat Miller's constant support, guidance, and co-operation as Convention Manager was also instrumental in preparing what should be the best convention in our association's history.

BRENDA MOFFATT, C.D.A.
Convention Chairman.

REPORT OF THE RESOLUTIONS COMMITTEE

April 1980

One resolution was made during my term as Chairman, which is as follows:

#14 WHEREAS the Annual Meeting of the O.D.N. & A.A. has been held during convention, and

WHEREAS due to the lack of interest and participation by the members in the Annual Meeting of the Association over the years,

THEREFORE BE IT RESOLVED THAT the Annual Meeting of the Association be held on the Sunday prior to Convention.

ESTHER REITH, C.D.A.
Chairman.

REPORT OF INSURANCE COMMITTEE

April 1980

The insurance information that I had received was forwarded to President Pat Howes for her perusal and investigation regarding a provincial plan for Ontario Members.

We are hopeful that in the years 1980-81 we will have our own provincial plan.

ESTHER REITH, C.D.A.

REPORT OF THE EXECUTIVE DIRECTOR

April 1980

During the past year I have attended all meetings as directed by the President and Chairman of the Accreditation Division, taken the minutes of these meetings and distributed minutes as directed.

In October 1979 in excess of 2400 renewal notices were sent for 1980 membership fees. This was followed by 700 second notices in January for those who had not paid at that time.

My staff and I have processed 2474 renewals for 1980. This includes 317 Student Members, 1239 Memberships and Certification or PDA Renewals, 516 Memberships and 404 Certification or P.D.A. Renewal Fees only.

In addition 412 applications for Certification and 7 applications for Accreditation as Preventive Dental Assistant have been processed.

Financial records have been kept for the O.D.N. & A.A., Journal, Accreditation Division and Membership accounts.

All correspondence received has been answered.

(Mrs.) ANN PHIPPEN,
Executive Director.

Accreditation Division

REPORT OF CHAIRMAN

April 1980

Meetings — The Accreditation Division held two regular Board Meeting — one in October and one in February. Three special meetings — October 27th, November 6th and November 15th and a combined Board Meeting with the Board of Directors of the O.D.N. & A.A., Sunday, April 27th, 1980.

The Accreditation Division has been faced with a real challenge in planning the education and future of the Dental Assistant. The future of Dental Assisting is every member's responsibility. The need for change in education is now and it is up to us, not someone else, to meet that need. I urge each one of you as a member of our association to give your support to the Accreditation Division so that we can provide the best for the majority of dental assistants.

Continuing Education — The "Clinic Days" presentations will be completed in September of 1980. These days were very well organized by the Accreditation Representatives in each area. Due to cost, lack of interest and participation by you, the members, this type of education will be discontinued. However, the Accreditation Division has passed a motion that it will sponsor a meeting with the Affiliate Associations as requested.

Winter Clinic Student Day — was held November 21, 1979 the day prior to Winter Clinic. This proved to be a very successful day. Approximately 210 students and teachers took part. The student interest and participation was very rewarding. The majority attending were very much in favour of such a day and felt it should be continued. Plans are all ready underway for Winter Clinic Student Day in November of 1980.

Certification — Our prime concern in 1980 has been to provide a viable alternative to the Challenge Examination to the end that dental assistants may become eligible for Certification.

Under the guidance of our solicitor, representation from the Community College system and Secondary Schools offering the Dental Assistant Program, Advisory Board Members and other interested groups within the profession itself, the consensus of opinion was that an Ontario Certification Examination approved by the O.D.N. & A.A. Accreditation Division would be the most feasible solution. This examination would be available on a yearly basis.

Candidates who are eligible for Certification are as follows:

1. Graduates of Ontario Colleges of Applied Arts and Technology Dental Assisting Programs.
2. Graduates of Ontario Secondary School Dental Assisting Programs upon completion of one year (1800 hours) employment in a dental office or clinic.
3. Graduates of Dental Assisting Programs from other jurisdictions upon successful completion of an Ontario Certification Examination approved by the O.D.N. & A.A. Accreditation Division.

An Ad Hoc Committee has been struck to formulate the Ontario Certification Examination. Dr. J. Stasko of Windsor has kindly consented to assume the position of Chairman of this committee. As

information is available he will keep us informed so that we can notify all interested persons.

Preventive Dental Assistant — many requests have been received from Preventive Dental Assistants for this Division to look into the feasibility of a name change for them. This issue has been discussed at our Board Meetings and a motion was made to investigate it further. A letter on your behalf has been sent to the R.C.D.S. for their consideration. When information is received it will be forwarded to you.

O.D.A. Auxiliary Services Committee — two meetings of this committee have been held this year. The members of this committee were very concerned that the R.C.D.S. was no longer involved in examinations for certification. The opinion was that there would be more continuity in the standard of education for dental assistants if the R.C.D.S. were directly involved. Dr. McFarlane reported that the R.C.D.S. is a licensing body, which has been given the mandate of protecting the public. Since Dental Assistants are not licensed nor do they perform any duties that would harm the public in any way other than by an extremely unusual accident he sees no reason why the R.C.D.S. should be involved.

Office Manual — employment guidelines were presented by the O.D.H.A. and O.D.N. & A.A. that are to be incorporated into the present O.D.A. outline, and be ready for discussion at the next meeting.

Consultative Review Committee — a meeting of this committee is being held on April 10th, the items for discussion will be (1) accreditation policy statement (2) feasibility of offering orthodontic competencies in Level II Dental Hygiene programs (3) viability of continuing this Ad Hoc Committee. I will give you a verbal report on the result of this meeting.

Public Relations — The Accreditation Division has made every effort this past year to reach as many members and potential members as possible. I have attended all scheduled and special meetings of the Division as well as all Clinic Days across the Province. Presentation of awards have been made to students at George Brown, Seneca, Georgian, Fanshawe, Algonquin, Cambrian Colleges as well as meetings of affiliate associations as requested. I have had the pleasure of being an observer at the Board Meetings of the Ontario Dental Association in November and April. I also had the opportunity to appear on a TV interview in Hamilton for Dental Health Week, some of the questions in the interview consisted of how to become a certified dental assistant in Ontario and some of the advantages in becoming certified.

The Accreditation Division has continued to work very diligently this past year in keeping abreast of the problems facing the education and future of the Dental Assistant. Our goal is to raise the standard for Certification and Certified Dental Assistants in Ontario. We ask for your continued support.

(Miss) MARGARET DEICHERT, C.D.A.
Chairman, Accreditation Division,
O.D.N. & A.A.

REPORT OF BUDGET AND FINANCE COMMITTEE

April 1980

In view of the large deficit budget, the following recommendations are very strongly made by the Budget and Finance Committee.

1. Travel Expenses be paid at the rate of:
Bus Fare OR
Train Fare OR
Car expenses at 10¢ a kilometer or 15¢ per mile (reduced from 15¢ a kilometer).
Air fare paid only for Thunder Bay, Windsor, Sudbury and Ottawa.
2. NO Parking fees paid.
3. Maximum \$10.00 to be paid for transportation to and from airport. (This does not mean \$10.00 each way.)
4. Representatives from Toronto and Halton-Peel are to receive \$5.00 only per meeting.

5. Accommodation where applicable to be paid as per rates at Holiday Inn. Accommodation to be paid for Chairman and Vice-Chairman. Board of Governors to be reimbursed 1/2 of accommodations ONLY if it is necessary for them to attend Board of Directors meeting on Sunday.

Affiliate Associations will be responsible for the accommodation of the Representatives.

6. As all furnishings and equipment in Head Office are owned by the Accreditation Division but are also used by the O.D.N. & A.A., a \$50.00 fee per month for rental is to be charged to the O.D.N. & A.A. for the use of office furnishings and equipment. (Present office furnishings and equipment is valued at \$6,000.00).

(Mrs.) ESTHER REITH, Chairman
(Mrs.) ELSIE GALLOP
DR. N. DEIFENBACHER
(Mrs.) ANN PHIPPEN

Minutes of the 49th Annual Meeting of the Ontario Dental Nurses and Assistants Association Sunday, April 27, 1980 Holiday Inn (Downtown), Toronto

The meeting was called to order at 2:30 p.m. by the President, Miss Patricia Howes, Mississauga.

The Minutes of this meeting were taken by the Executive Director, Mrs. Ann Phippen, Toronto. The scrutineers were Mrs. Barbara Knox, O.D.N. & A.A. Staff, and Mrs. Ann Phippen, Executive Director, O.D.N. & A.A. The Parliamentarian was Dr. K. F. Pownall of the Royal College of Dental Surgeons of Ontario.

The President requested voting members to be seated at the front of the room; all guests and non-voters were asked to be seated to the back of the room. The President instructed the Scrutineers to list the names and cities of all voting members. The President asked if there was a quorum present and asked the Scrutineers to have new members coming in to register with them.

Since the Notice of Meeting was published in the Journal, the President did not read this notice. The President announced that the door would now be closed and any voting members now entering should register with the Scrutineers who will then request permission of the Chair to accept members' votes and record the change of number of voting members; the same to apply to a voting member leaving the room.

Membership Report — Copy given to everyone attending.

Motion — Joyce Robinson, Helen Crowe
"That the Membership Report be accepted as circulated."
CARRIED

The meeting was declared properly constituted.

Minutes

The Minutes of the 48th Annual Meeting were published in the Post-Convention Issue of our Journal, and received by all members.

Motion — Elsie Gallop, Millie Thomson
"That the minutes of the May 14, 1979 Annual Meeting be accepted as published."
CARRIED

Dr. Pownall put the Official Seal on the Minutes.

Reports

Reports were read by:

President — Patricia Howes
Accreditation Division — Margaret Deichert
Treasurer & Budget & Finance — Heather Mitchell
(for Susan Winter)

Motion — Elizabeth Anderson, Pat Rowan
"That the Reports of the Treasurer and Budget & Finance Committees for the O.D.N. & A.A. and Accreditation Division be adopted as read."

CARRIED

Reports have been received from other members of the Executive, Committees, Board Representatives and Accreditation Representatives. These have been compiled and distributed for your information.

Motion — Susan Solomon, Beverly Jacobs
"That the O.D.N. & A.A. Board and Accreditation Division reports be adopted as received."

CARRIED

Appointment of Auditors

Motion — Pat Miller, Lynn Morris
"That John A. Cross be reappointed as our auditor for 1980-81."
CARRIED

Canadian Dental Nurses and Assistants Association

Patricia Howes, President, reported on the financial problems within the C.D.N. & A.A. The Provincial Associations had been contacted regarding their suggestions for increase for C.D.N. & A.A. Membership Fees. The Board of Directors have suggested an increase of not more than \$5.00.

Motion — Lucia Santamaria, Beverley Jacobs.
"That if it is necessary for the C.D.N. & A.A. to have an increase in fees, this increase be not more than \$5.00."
CARRIED

Amendments to By-Laws

Margaret Deichert, Chairman of By-Laws Committee, reviewed the proposed amendments to By-Laws No. 1 and No. 2 with those present.

Motion — Susan Winter, Elsie Gallop
"That the proposed amendments to By-Laws No. 1 and No. 2 be accepted as presented."

CARRIED

Motion — Beverley Jacobs, Susan Hurn

"That the amended By-Laws No. 1 and No.2 become effective immediately."

CARRIED

Voting Procedure

Dr. Pownall explained the voting procedure. As the amended by-laws have been accepted, the Chairman of the Accreditation Division will be elected rather than the Board of Governors.

The President turned the meeting over to the NOMINATIONS CONVENOR, Mrs. Annette de Crombrughe, Simcoe County who submitted the proposed nominations.

PRESIDENT — Mrs. Brenda Moffatt, Waterloo-Wellington. According to the By-Laws, the President-Elect assumes the position of President and no election is held.

PRESIDENT-ELECT* — Mrs. Pamela Gignac, Windsor. As there were no further nominations from the floor, Mrs. de Crombrughe declared nominations for the office of President-Elect closed.

VICE-PRESIDENT* — Mrs. Christine Dow, Sudbury. As there were no further nominations from the floor, Mrs. de Crombrughe declared nominations for the office of Vice-President closed.

SECRETARY — Miss Elizabeth E. Anderson, Toronto. As there were no further nominations from the floor, Mrs. de Crombrughe declared nominations for the office of Secretary closed.

TREASURER — Miss Helen Crowe, London. As there were no further nominations from the floor, Mrs. de Crombrughe declared nominations for the office of Treasurer closed.

ACCREDITATION DIVISION CHAIRMAN — Miss Margaret Deichert, Waterloo-Wellington - nominated by Diane Pike, seconded by Marlene Peterson. As there were no further nominations from the floor Mrs. de Crombrughe declared nominations for the office of Accreditation Division Chairman closed.

Mrs. de Crombrughe read the slate of newly elected officers.

ACCREDITATION DIVISION VICE-CHAIRMAN: In accordance with the revised By-Law No. 2, Margaret Deichert, Chairman of Accreditation Division, appointed Mrs. Patricia Miller, London as Vice-Chairman, Accreditation Division.

As the Accreditation Representatives would now form the Board of Governors of the Accreditation Division, Margaret thanked Elsie Gallop, Lola Tait, and Esther Reith for their years of devotion and service to the O.D.N. & A.A. Accreditation Division Board of Governors.

Motion — Heather Mitchell, Elsie Gallop

"That the slate of officers for the 1980-81 term be accepted as presented."

CARRIED

Installation Services for the Officers elected for the 1980-81 term will take place at the Breakfast on Wednesday, April 30, 1980.

The President thanked Dr. Pownall, the Scrutineers, Nominations Convenor and Executive Director.

Adjournment

Motion — Heather Mitchell, Susan Hurn

"That the meeting be adjourned at 3:45 p.m."

CARRIED

**SLATE OF OFFICERS
FOR THE TERM 1980-81**

**Board of Directors —
Ontario Dental Nurses and Assistants Association**

President	(Mrs.) Brenda Moffatt, C.D.A.
President-Elect*	(Mrs.) Pam Gignac, C.D.A.
Vice-President*	(Mrs.) Christine Dow, C.D.A.
Secretary	(Miss) Elizabeth Anderson, C.D.A.
Treasurer	(Miss) Helen Crowe, C.D.A.

Accreditation Division

Chairman	(Miss) Margaret Deichert, C.D.A.
Vice-Chairman	(Mrs.) Patricia Miller, C.D.A.

Respectfully submitted,
(Mrs.) DIANE PIKE, P.D.A.
Nominations Chairman.

*See ANNOUNCEMENT top of this page.

ANNOUNCEMENT

Due to the resignation of the President-Elect and Convention Chairman, Mrs. Pam Gignac, a special meeting of the Executive and Nominations Committee was held Saturday, June 14, 1980.

It was the unanimous decision of the Executive to make the following appointments to fill the vacancies until the next Annual Meeting in May, 1981.

**PRESIDENT-ELECT AND
CONVENTION CHAIRMAN —**

Mrs. Christine Dow, Sudbury, Ont.

**VICE-PRESIDENT AND
NOMINATIONS CHAIRMAN —**

Mrs. Diane Pike, Brockville, Ont.

Submitted by
DIANE PIKE, P.D.A.
Nominations Chairman

DENTAL PLACEMENT AGENCY

Dental Assistants, Receptionists,
Hygienists and Lab Technicians

Contact: Cathy Peters, (416) 677-0587

ATTENTION PREVENTIVE DENTAL ASSISTANTS

Due to changes of address, name changes and failure to renew your P.D.A. certification, the Association and The Royal College of Dental Surgeons have lost touch with most of you.

Since there could be a possible name change for the P.D.A.'s in the not so distant future, we are currently striving to obtain a current listing of all Preventive Dental Assistants.

Please make the effort to contact me, stating name, address and employer.

Forward all information to:

MRS. DIANE PIKE, P.D.A.
30 Peden Blvd.
Brockville, Ontario
K6V 3K3

Thank you for your co-operation.

SUDBURY DENTAL NURSES AND ASSISTANTS ASSOCIATION

Accreditation Division

presents

CLINIC DAY

Date: Saturday, September 20, 1980

Time: 9:30 a.m. to 4:00 p.m.

Place: Cambrian College of Applied Arts & Technology

Speaker: **Dr. W. R. Barlow**

University of Toronto Radiology Dept.

Subject: *"Radiation Protection for You and Your Patient"*

and

"Long Cone Technique"

REGISTRATION FEES: (LUNCHEON INCLUDED)

Currently Certified Dental Assistants and Accredited Preventive Dental Assistants (identification required).....	\$ 5.00
O.D.N. & A.A. Mmembers (identification required).....	\$15.00
Dentists and Other Auxiliaries.....	\$35.00
Students.....	\$ 5.00

REGISTRATION: For mailing — Cut off the return Advance Registration Form with your cheque payable to:

MRS. CHRISTINE DOW
Cambrian College Dental Program
1400 Barrydowne Road
SUDBURY, Ontario P3A 3E2

Pre-registration is advisable.



ADVANCE REGISTRATION FORM FOR SUDBURY DENTAL NURSES AND ASSISTANTS ASSOCIATION

Please Print Clearly

NAME _____

ADDRESS _____

CITY _____ PROV. _____ POSTAL CODE _____

HOME PHONE _____ BUSINESS PHONE _____

To avoid loss no tickets receipts or badges will be mailed. Please pick up at registration desk.

1980 SECOND PRIZE JOURNAL CONTEST WINNER

THE IMPORTANCE OF A SMILE

by Caroline Sorbara, Etobicoke Collegiate



Consider for a moment how important a smile is. A smile is highly visible and reveals more about us than any other feature. It is important when we work, play, or socialize. But what exactly is a smile? The dictionary definition says, 'it is to assume a facial expression indicating pleasure or amusement by an upturning of the corners of the mouth accompanied by the brightening up of the face and eyes.' That

takes very little effort, yet a lot of people walk around expressionless.

Smiling is important on the job to get along well with fellow employees. If your working atmosphere is friendly and tension free, the overall attitudes of the workers will improve so more production can be accomplished.

In dental offices it is especially important because most patients are tense and nervous, so a friendly gesture, such as a smile will help them feel more comfortable and at ease. Also a dental assistant with a sparkly white look will act as a form of motivation for the patient. If they are smile-shy because of dingy yellow teeth and see your fresh pearly smile, it will probably prompt them to ask your advice for methods on how they can improve their own oral hygiene habits, in the hopes of acquiring a cleaner, healthier appearance. With better preventive techniques and their own common sense, they should be on their way to being an improved human being which will be of benefit to them for the rest of their life. It will help them get closer to people and to enjoy themselves again. Both your teeth and mouth must feel fresh before you can freely open your mouth from ear to ear and SMILE! The sooner you start to have a friendlier way about yourself, the sooner you will feel welcomed where ever you go.

If you are not smiling because of crooked or protruding teeth, consult an orthodontist. Until recently, orthodontists usually treated only children and adolescents. Today in Canada one out of every ten patients is an adult, and improved formats have transformed braces into transparent lightweight plastic. An orthodontist can perform "wonders" over a short period of time (1½-2 years usually) but you must be patient. It might seem costly during the time you are

wearing the appliances but when you see the end results of perfectly aligned teeth it will be worth every penny.

If broken and chipped teeth are your problem, they can be made "brand-new" with space-age composites used in most dental offices. They can sometimes be repaired in just one visit to the dental chair. Even deteriorated and discoloured teeth can once again take on their previous appearance. Patients receiving caps or jacket crowns must realize that they must be similar in shade to their remaining natural teeth, absolutely perfect "Hollywood teeth" are a thing of the past and look very unnatural.

So don't be a walking shame. Make the necessary adjustments and change of habits. Then, start smiling! Remember a little smile can go a long way.



NOTICE

The O.D.N. & A.A. Head Office will not be open on a regular basis from June 27, 1980 to September 2, 1980.

If it is necessary to communicate with this office during that time, please do so by mail rather than telephone. A member of the staff will be in periodically to reply to correspondence.

Mrs. ANN PHIPPEN
Executive Director,
O.D.N. & A.A.

JOURNAL DEADLINE DATES FOR 1980-81

October-December, 1980 — August 27, 1980
January-March Issue 1981 — January 7, 1981
April-June Issue 1981 — March 11, 1981

NOTE: SPECIAL "GOLDEN ISSUE"
celebrating the O.D.N. & A.A. 50th Anniversary. This issue will be mailed out prior to Convention 1981. The deadline date for material needed for our "GOLDEN ISSUE" is **OCTOBER 30, 1980.**

The Editor

TROPHY AWARDS AND



Patricia Miller (left) accepting the "Irene Pollock Loyal Assistant Trophy" from Margaret Deichert (right).



Patricia Howes, the winner of the "L. D. Caulk Achievement Trophy", shown here with J. P. Germaine, who represented the L. D. Caulk Company.



Thunder Bay is represented here by Kathi Lix, who is shown accepting the "R.C.D.S. Membership Trophy" from Dr. Calgonetti.



Patricia Miller, winner of the "Lorraine Boomhour Journal Contribution Award", shown here accepting the trophy from Sheldon Boomhour. Mr. Boomhour is the person that the O.D.N. & A.A. relies on each year to look after the care of our trophies.

SPECIAL PRESENTATIONS



Caroline Sorbara is shown here accepting the "Patricia Miller Second Prize Journal Trophy". Mr. Jack McTavish presented this trophy to Miss Sorbara for her winning article in the Journal contest, "The Importance of a Smile".



"E. J. POW LABORATORIES 50th ANNIVERSARY"
In honour of the Pow Laboratories 'Golden year', a presentation was made to Ed Howard of Pow by the Journal Editor, Heather Nikolaew, at the Wednesday Breakfast.



Mary Lou Fischer is shown here accepting a Journal Appreciation Certificate presented to her by Heather Nikolaew, the Journal Editor. Mary Lou served as Advertising Representative on the Journal Committee from 1977 to 1979.



Our outgoing president Pat Howes (left) is shown here installing our new president Brenda Moffatt (right) in office. Pat is pinning Brenda with the president's pin.



Ontario Dental Nurses and Assistants Association

STATEMENT OF RECEIPTS AND DISBURSEMENTS

April 1980

GENERAL ACCOUNT

	1979 Actual	1980 Budget	1980 to Date
RECEIPTS			
Memberships.....	\$23,921.00	\$36,100.00	\$37,319.00
Refunds.....	1,421.59		
Stationery.....	120.00		40.00
Labels.....	62.50		82.70
Booklets.....	25.00		25.00
Legal and Expenses re: TDN & AA.....	1,839.00		
Sale of Typewriter.....	80.25		
Transfer from Savings.....	7,000.00		
Miscellaneous.....	65.00		228.37 (refunds)
	\$34,534.34	\$36,100.00	\$37,695.07

DISBURSEMENTS

Postage and Shipping.....	\$ 1,412.27	\$ 1,500.00	
Stationery and Printing.....	2,332.81	2,500.00	\$ 382.25
Hotel and Travel.....	8,603.53	9,500.00	1,181.52
Secretarial Services.....	7,389.71	6,500.00	2,089.89
Supplies and Equipment.....	672.83	700.00	47.12
Telephone.....	1,074.24	1,200.00	271.63
Board Meetings.....	415.79	600.00	365.27
Journal.....	4,900.00	7,500.00	5,000.00
Legal.....	580.75	1,000.00	
To be Refunded.....	1,403.62		403.37
Flowers and Gifts.....	34.50	200.00	22.00
Audit.....	355.00	375.00	395.00
Office Rent.....	2,140.54	2,500.00	443.26
Insurance.....	50.00	50.00	25.00
Officers' Expenses.....	500.00	500.00	
Legal and Expenses re: TDN & AA.....	2,413.15		
Student Plaques and Special Awards.....	223.56	500.00	15.97
Rings/Pins/Crests.....	440.09	500.00	147.34
Miscellaneous.....	65.00		40.40
Service Charges.....	5.59		
	\$35,013.08	\$35,625.00	\$10,830.02

BALANCE OF ACCOUNT — January 1, 1980..... \$ 1,464.37

BALANCE OF ACCOUNT — April 1, 1980..... \$28,329.42

SAVINGS ACCOUNT — BALANCE — January 1, 1980..... \$ 8,204.48

(No transactions since that date).

STATEMENT OF RECEIPTS AND DISBURSEMENTS — MEMBERSHIP ACCOUNT

Balance of Membership Account — September 15, 1979..... \$ 271.51

RECEIPTS

Deposits — (Includes \$265. NSF Cheques redeposited and \$40. held in trust for Burlington).....	\$81,122.42	
Kawartha — Payment on \$200. advance (\$100. remaining).....	50.00	81,172.42

DISBURSEMENTS

Payments to Affiliate Associations.....	18,361.00	
O.D.N. & A.A.	37,319.00	
C.D.N. & A.A.	6,380.00	
Accreditation Division.....	18,502.42	
Refunds — overpayments.....	170.00	
Returned Cheques.....	465.00	
Service Charge.....	2.50	81,199.92
Balance of Membership Account — April 1, 1980.....		\$ 244.01

Respectfully submitted,
(Mrs.) Ann Phippen, Executive Director

CONVENTION ACCOUNT April 1980

	1979 Actual	1980 Budget
RECEIPTS		
Registration.....	\$18,951.50	\$18,000.00
Dance.....	1,656.63	1,500.00
Refunds.....	327.01	
Interest.....	300.00	300.00
Accreditation Division (Cocktail Party).....	847.62	
O.D.A. — Monday Lunch.....	2,737.00	
	<u>\$24,819.86</u>	<u>\$19,800.00</u>

DISBURSEMENTS		
Monday Lunch.....	2,937.00	
Monday Dance.....	865.00	\$ 1,500.00
Wednesday Breakfast.....	1,526.37	1,700.00
Registration Refunds.....	120.00	
Accommodation.....	1,028.29	1,000.00
Trophies.....	744.79	700.00
Speakers.....	600.00	1,000.00
Sunday Luncheon.....	519.87	
Sunday Cocktail Party.....		1,200.00
Tuesday Luncheon and Cocktail.....	4,696.51	3,000.00
Flowers.....	368.75	400.00
Committee Expenses.....	1,913.87	2,000.00
CDN & AA President's Travel.....	430.00	
Returned Cheques.....	120.50	
Gifts.....	106.44	200.00
Journal.....	3,274.12	3,750.00
Bank Charges.....	2.00	
Insurance.....	175.00	200.00
	<u>\$19,328.51</u>	<u>\$16,650.00</u>

JOURNAL ACCOUNT April 1980

	1979 Actual	1980 Budget	1980 to Date
RECEIPTS			
O.D.N. & A.A.	\$ 4,900.00	\$ 7,500.00	\$ 5,000.00
Advertising.....	190.00	100.00	
Convention Account.....	3,274.12	3,750.00	3,500.00
Accreditation Division.....	2,608.50	3,750.00	
Winter Clinic.....			325.00
Refunds.....	57.61		
Subscriptions.....	129.00	100.00	90.00
Interest.....	14.44		
	<u>\$11,173.67</u>	<u>\$15,200.00</u>	<u>\$ 8,915.00</u>

DISBURSEMENTS			
Salaries.....	\$ 1,800.00	\$ 2,000.00	\$ 1,000.00
Postage.....	2,100.00	3,000.00	1,610.00
Slogan Buttons.....	191.31		
Printing.....	8,664.58	9,000.00	4,465.05
Frames.....	48.79	50.00	
Editor's Expenses.....	472.93	500.00	323.27
Envelopes.....	268.44	500.00	265.00
Service Charge.....	.40		
	<u>\$13,546.45</u>	<u>\$15,050.00</u>	<u>\$ 7,663.32</u>

Balance on hand — January 1, 1980.....	\$ 465.82
Balance on hand — April 1, 1980.....	1,717.50

ANN PHIPPEN,
Executive Director.

REPORT OF MEMBERSHIP, 1980

Affiliate	Active	Students	Total
Bay of Quinte	43	3	46
Brant	29		29
Halton-Peel	134	47	181
Hamilton	138	5	143
Burlington	4		4
Kawartha	36	3	39
Kingston	47		47
London	133	16	149
Niagara	73	2	75
Ottawa	194	63	257
Sarnia	32	3	35
Simcoe County	78	1	79
Sudbury	65	32	97
Thunder Bay	48	21	69
Toronto	461	66	527
Waterloo-Wellington	170	7	177
Windsor	60	48	108
Independent	10		10
	1755	317	2072
CANADIAN	319		319

	Members	Leave of Absence
ACCREDITATION DIVISION	1138 C.D.A.'s	392 C.D.A.'s
	101 C.D.A.'s	12 C.D.A.'s
	1239	404

ANN PHIPPEN, Executive Director

O.D.N. & A.A. Accreditation Division

STATEMENT OF RECEIPTS AND DISBURSEMENTS April 1980

	1978-1979 Actual	1979-1980 Budget	1979-1980 To Date
RECEIPTS			
Certification Applications	\$30,975.00	\$30,000.00	\$30,900.00
Certification Pins	275.00	200.00	270.00
Certification Caps	255.00	150.00	145.00
Certification Renewals	16,305.00	18,000.00	18,042.42
PDA Applications	3,145.00	2,000.00	390.00
PDA Renewals			1,165.00
O.D.N. & A.A. Reimbursed from 78-79			46.19
Refunds			295.70
Clinic Days			1,086.70
Winter Clinic Student Day			2,090.00
Sale of Typewriter			160.50
Transfer from Savings			17,000.00
NSF Redeposited			75.00
Workshop Dinner			700.00
Interest			16.72
Loan			9,000.00
Certificate Replacement			10.00
	\$50,955.00	\$50,350.00	\$81,393.23

DISBURSEMENTS

Postage and Shipping	\$ 2,619.25	\$ 3,000.00	\$ 2,859.58
Stationery and Printing*	5,359.05	2,000.00	1,727.70
Convention, Hotel and Travel	6,247.22	11,500.00	10,635.99
Secretarial Services	6,067.92	10,000.00	7,992.91
Supplies and Equipment	2,230.11	5,500.00	5,477.02
Telephone	1,268.92	1,200.00	943.34
Certification Pins	12,788.64	14,200.00	14,175.36
Certification Caps	1,750.00	1,750.00	1,750.00
Clinic Days	4,910.60	6,000.00	5,529.08
Office Rent	1,664.79	2,500.00	1,321.46
Legal Fees	315.00	2,500.00	1,692.89
Accounting Fees		350.00	325.00
Journal		3,750.00	2,608.50
Winter Clinic Student Day		1,500.00	3,085.39
Gifts and Flowers	78.50	200.00	134.10
Officers Expenses	500.00	500.00	
Interest on Loan		750.00	500.00
Miscellaneous	341.57	350.00	
Petty Cash — Head Office			125.00
Refunds			75.00
Corporations Act			4.00
Student Plaques			44.38
Insurance			165.00
O.D.N. & A.A. re Sale of Typewriter			80.25
	<u>\$46,141.57</u>	<u>\$67,550.00</u>	<u>\$61,251.95</u>

*includes Journal cost for 1978-79.

ACCREDITATION DIVISION April 1980

Current Account

Balance on hand — July 1, 1979	\$ 6,687.61
Add: Receipts	81,393.23
Less: Disbursements	61,251.95
BALANCE on hand — April 1, 1980	\$26,828.59

Savings Account

Balance on hand — July 1, 1979	\$16,760.77
Add: Interest — Oct. 30, 1979	837.91
Less: Withdrawals — Transfer to Current Account	17,000.00
BALANCE on hand — April 1, 1980	\$ 598.68

Investments

Canada Permanent Mortgage — Fully Registered Debentures.

Principal Sum	Maturity Date	Rate of Interest	Interest at Maturity
\$20,000.00	Oct. 27, 1983	10.125%	\$12,772.33
\$10,000.00*	Oct. 27, 1983	10.125%	\$ 6,386.17
\$20,000.00**	June 16, 1980	10.175%	\$ 2,086.76 (Approx.)

Interest rates are compounded semi-annually.

*Being held as collateral on loan.

**Will probably be necessary to use this to pay off loan and make up deficit.

ANN PHIPPEN,
Executive Director.

AFFILIATED ASSOCIATION NEWS

Past Events

BRANT DISTRICT

This year for our 'Bring Your Boss Night' meeting, instead of a poster contest, as in past years, we decided to try something else. We had a "Boss of the Year Contest". The winning office was awarded a gift. Please find below the winning entry which we thought you might like to read. The writer would like to remain anonymous.

Boss of the Year Contest Winner

What's this note we received in the mail?

Lots of writing it does entail.

"Boss of the Year" it says right here.

We didn't know whether to laugh or cheer.

Well, Boss of ours, we must sing your praises.

If we're good enough, perhaps we'll get raises.

*But, beer and cigars are more your thing
or having a swim through ice before spring.*

We do have to find something good to say;

*But in all honesty, does it pay
to make up stories about your boss?*

But here goes, we lost the toss.

*Our boss is thoughtful and certainly swell;
sometimes working for him is positively hell!*

*Too many patients and tempers flare —
"Where's My Pen?" shatters the air.*

*Our Hygienist is a Merry Old "Pole".
How she puts up with him we'll never know.
Her equipment really is in tip top shape
held together with elastics and electrical tape.*

*Our Associate is a super guy!
Lucky him, he gets the small fry.
If their habit is too much candy . . .
rule of thumb . . . under three . . . see Sandy.*

*Three sets of patients and two of us —
calm and cool, we never fuss.
We grin and bear it and never do less;
we'll quit next week and leave this mess.*

*Tongue in cheek, we write this ditty.
Sometimes we're silly and think we're witty.
Our Boss is great, we'll throw in the hat.
But Boss of the Year?
We'll drink to that!*

Authors to remain anonymous.

Respectfully submitted,
MRS. EDITH M. STONE
President.

KAWARTHA DISTRICT

This is a summary of the speakers we have had during the fall and winter term. Our meetings begin at 7:30 with the business part of the meeting and our guest speakers come at 8:30.

September — This was the first meeting of the fall season and we had a fun time with Giselle Found owner of "Flowers with Love", doing flower arranging.

October — Our October meeting was very interesting with Dr. Dennis Warrick, Director of Dentistry for Victoria County Public Health and he spoke on fluoridated water and also the use of fluoride supplements. He also spoke on the many functions of the Health Unit.

November — We visited Ross Memorial Hospital, Lindsay, and had a guided tour by Dr. Matheson. We viewed the many departments and saw the dental operatory, which was very well equipped.

December — This was a social meeting held at the home of one of our members, Mrs. Pam Mills. We had a buffet supper, with everyone bringing different dishes. It was an enjoyable evening for the festive season.

January — Dr. Winters, Pediatrician, spoke to us on "Child Behavior Under Stress". This was very educational and helpful as we deal with many children each day.

February — A Chartered Accountant, from G. H. Ward and Partners spoke to us on income tax and the many things you should know and understand when filling out your income tax.

March — This was a dinner meeting held at the Country Squire. After a lovely meal we had the election of officers for the coming term.

Board Rep. and President: MRS. BONNIE DARLING
Treasurer: MRS. MARY ANNE BRENTNELL
Accreditation Rep.: MRS. PAM MILLS
Secretary: MRS. CHERYL REID

(Mrs.) CHERYL REID
Secretary.

KINGSTON

January — On Tuesday, January 8, 1980 we attended a joint meeting sponsored by the Kingston and area Hygienists. The meeting was held at the Kingston, Frontenac and Lennox and Addington Health Unit. Dr. Vera Soudak, Medical Officer of Health, gave an informative talk on "Affairs in Public Health Dentistry".

February — On Thursday, February 21, 1980, we held a dinner at the International Order of Oddfellows Hall in Brockville. Following the meal our guest speaker, Mrs. Sharon DeVries, gave an excellent and interesting presentation on "Human Sexuality".

March — On Thursday, March 20, 1980, our meeting was held at Smitty's Pancake House in Kingston. Mr. Hank Blok, a Public Health Inspector from the Kingston Health Unit, gave an entertaining and informative presentation on "Food Preparation or Food Poisoning — Your Choice?"

April — On Thursday, April 10, 1980, a wine and cheese party was held at our President's home, Diane Pike. The election of officers for 1980-81 took place at this meeting.

The following is a list of people who will be our executive in the upcoming year:

President: DIANE PIKE
Vice-President: MARLENE PETERSON
Board of Governors Rep.: DIANE PIKE
Secretary: JO CAROL WATSON
Treasurer: FAYE UNGER

May — May 15, 1980 a dinner meeting was held at Gencarelli's Restaurant in Kingston, with Carey Ritter, A Dietetic Intern, as our guest speaker. Her topic was "Eating Sensibly".

June — Our closing meeting was a pool party at the home of Diane Pike.

Submitted by,
NANCY BRÉGG, C.D.A.
Secretary

LONDON

The following item is regarding a Charity Campaign that the London Dental Nurses and Assistants were involved in, which was not an Affiliate Association Function.

DENTAL AUXILIARIES BOWL FOR S.A.R.I.

What is S.A.R.I.? It means Special Ability Riding Institute and is located on 5 acres north of London on the 7th Concession, known as Arva Road. This institute is a unique London Organization formed in 1978 to provide handicapped persons with the recreational and therapeutic benefits of horseback riding.

Riders at S.A.R.I. include victims of poliomyelitis, cerebral palsy, multiple sclerosis, stroke victims and mental retardation. Ages vary from less than 6 years old to over 60. The individual becomes aware that he or she can be mobile and independent of other people and mechanical aids. Thus riding allows them to perform as a normal person, giving them a chance to develop confidence in themselves and to show their skills not their limitations. The entire cost of operating S.A.R.I. is funded by interested individuals and organizations.

On Monday, May 5, 1980, ninety dental auxiliaries sponsored by approximately seventy dentists in the surrounding area, bowled to raise money for S.A.R.I. The event took place at "Fleetway 40", with food, refreshments and prizes generously donated by local businesses, dental labs and dental supply companies within the community. I want to thank those who participated, especially the dental assistants who bowled, and the many other persons involved in helping us to raise the \$3,000. that was raised that day for S.A.R.I.

Submitted by,
MARY LOU FISCHER
Board Representative.

May Meeting — Tuesday, May 27th was the date of the Dinner and Fashion Show held at the National Traveller Hotel this year. The London Association president, Joyce Robinson co-ordinated the evening, planning a wonderfully entertaining event. Besides many of the London Association members, along with their guests, in attendance, there were also a few girls from the Sarnia Association present for this annual show.



Dick Williams
C.J.B.K Radio, London.

The host and commentator for the fashion show was Mr. Dick Williams from C.J.B.K. of London. Mr. Williams donated his time for the evening and made this night a memorable one to be shared by many of us. His charming personality and quick wit were just the right combination for an enjoyable time. Mr. Williams said that when he was called upon, by the London Dental Nurses and Assistants to attend the Fashion Show, the girl asked him, "What would the cost be?" Mr. Williams said, "How many girls did you say would be attending?" The assistant's reply to this was, "Oh. About 150 girls." Mr. Williams then answered the original question, "Well, I would say \$300." The assistant's response to this was, "Gee, \$300. seems like a lot of money." And Mr. Williams final response was, "Well, I'd be willing to pay it if you'd let me come!"

There was lots of humor tossed at the girls while they were modelling and in Dick Williams' words, "they really were good sports". One such instance took place when one of the models, Mary Lou came out on the ramp with a maternity uniform on with a pillow tucked into the void. At this point, the stream of humour became constant.

The assistants who were modelling were: Mary Lou Fischer, Lorraine McParland, Bev Cathro, Pat Miller, Helen Crowe, and Linda McCauley. The fashions were at the show, courtesy of Earlene Freel, owner of *Uniforms Unlimited* on Richmond St. London. Earlene put on a very good showing of approximately thirty uniforms and thirty loungewear outfits, which consisted of tennis outfits, cotton knit lounge dresses, velour outfits, and beach cover-ups etc. All the clothes in the show were within the reach of a young working girl's budget, which was a large factor in making the show a success. I'm certainly glad that I decided to attend this year, as I'm sure it will be as memorable for me as it will be for the others in attendance.

THE EDITOR

NIAGARA DISTRICT

February — On February 11, we held our meeting at the Casa D'Oro in Niagara Falls. Twenty-four girls attended. This month's guest speaker was Dr. J. Doucet. His topic was on Orthodontics. To accompany his lecture, Dr. Doucet had a slide presentation.

March — This month's meeting was held at Racine's Karate Club in Port Dalhousie. There was no business meeting. Fifteen girls were in attendance.

At first, we watched as a group of first-year students practised their exercises. Later Don Racine not only lectured but demonstrated some useful self-defense techniques. It was a fun evening out since the girls had a chance to try out these moves on each other. Later the meeting continued at Bugsy's.

Hope everybody has a nice summer! Looking forward to seeing you in the Fall.

LAURA PETRIS, C.D.A.
Secretary

OTTAWA

January — The January meeting of the Ottawa Dental Nurses and Assistants Association was held at the Canadian Dental Association Building, Jan 9, 1980. Mrs. Ebbie Ferguson, President, conducted the business meeting. Highlights of the meeting included reports from Elaine Russell, Convenor of the December Wine and Cheese Party and Colleen Haspect, Convenor of Dental Health Week.

Following the business meeting Noreen Bilodeau R.N. gave an interesting presentation on "Diabetes Melitus". This topic was very well received and an excellent review of this disease from dental auxiliaries in attendance.

February — Approximately thirty members of the Ottawa Dental Nurses and Assistants Association attended a dinner meeting February 13, in honour of Past-President Julie Ann Dillon. Julie-Ann was presented with a corsage and an engraved wine goblet as a token of appreciation for her services as President of this Association. Ebbie Ferguson President of the Ottawa Dental Nurses and Assistants Association conducted a brief business meeting prior to dinner. All members in attendance agreed that this Association would establish a fund to assist a needy person requiring dental treatment as a Dental Health Week project. Details to be discussed at length at the March meeting.

Joan Acres was thanked for her contribution as Placement Officer for the past three years. Heather Johnston will assume Joans' duties.

Following the meeting all in attendance enjoyed a most enjoyable evening.

March — The March meeting of the Ottawa Dental Nurses and Assistants Association was held at the Canadian Dental Association Building on Wednesday, March 13 at 7:30 p.m. Guest speaker for the evening was Dr. Wm. Shewchuk. His topic was "Hypnosis and Relaxation Techniques".

April — The April meeting of the Ottawa Dental Nurses and Assistants Association was held at the Canadian Dental Association Building on Wednesday, April 9th at 7:30 p.m. Election of Officers for the 1980-81 was held at this General Meeting.

Respectfully submitted,
E. M. M. FERGUSON, P.D.A.
President.

WATERLOO-WELLINGTON

On April 12, 1980 the girls participated in a table clinic for Dental Health Week. The clinic was held at Fairview Mall in Kitchener. The girls handed out balloons with the slogan, "How is Your Mouth Keeping?" There was also members of our Association dressed in costumes of a 'Tube of Toothpaste', 'Murphy the Molar' and a 'Tooth Fairy'.

On April 16, 1980 we had our elections for 1980-81.

President: MYRNA EBY
President-Elect: SHERRY MLEINEK
Vice-President: ELLEN MONHEIT
Secretary: TRISH DIVELL
Corresponding Secretary: BARBARA NEILSON
Treasurer: JUDY WORK
Membership: CATHY MOORE
Archivist: MARGARET DEICHERT
Accreditation Representative: BETH KENNEDY
Board Rep.: SUE SOLOMAN
Past-President: SHERRY SULLIVAN

From April 27-30, 1980 was Spring Convention. There on the Wednesday morning, one of our members, Brenda Moffatt was inducted in as President of the O.D.N. & A.A. Our Association had the First Prize table clinic with the theme "Food for Thought, Body & Spirit".

On June 18, 1980 we held our picnic. Have a great summer!

Sincerely,
WENDY THALER,
Corresponding Secretary.

GUELPH DENTAL OFFICE CERTIFIED CHAIRSIDE ASSISTANT

- _____ Do you relate well with people?
- _____ Do you work effectively as a member of a team?
- _____ Do you see yourself in a health profession?

If so, we want to talk with you!
Please phone (519) 824-2008 EVENINGS, to arrange a confidential interview.

We understand the value of outstanding talent!

An Equal Opportunity Employer.

Ontario Dental Nurses and Assistants Association

BY LAW No. 1

A By-Law relating generally to the transaction of the business and affairs of the ONTARIO DENTAL NURSES AND ASSISTANTS ASSOCIATION.

BE IT ENACTED AND IT IS HEREBY ENACTED as a By-Law of the ONTARIO DENTAL NURSES AND ASSISTANTS ASSOCIATION (hereinafter called the "Association") as follows:

NAME

1. The name of the Association shall be the ONTARIO DENTAL NURSES AND ASSISTANTS' ASSOCIATION.

HEAD OFFICE

2. The head office of the Association shall be in the Municipality of Metropolitan Toronto, in the Province of Ontario, and at such place therein as the directors may from time to time by resolution determine. The location of the head office may from time to time be changed by a special resolution of the Association to another place in Ontario.

SEAL

3. The seal, an impression whereof, is stamped in the margin hereof, shall be the corporate seal of the Association.

PURPOSES

4. The purpose and objects of the Association shall be those set forth in the Letters Patent incorporating the Association dated the 4th day of December, 1934, and any supplementary letters patent issued to the Association from time to time.

MEMBERSHIP

5. There shall be seven (7) classes of membership in the Association: (1) Active, (2) Associate, (3) Independent, (4) Student, (5) Life, (6) Honorary, and (7) Inactive. The right of accepting or rejecting applications for membership shall be reserved to the affiliated associations in the first instance, subject always, however, to the discretion of the board of directors of the Association.

In the event that no affiliated association (as herein described) exists in any particular area, or an applicant is serving in the armed forces, or is employed in any other governmental agency, application for membership in the Association shall be made directly to the board of directors of the Association. Such applicant, if accepted, may then join any affiliated association of her choice. The interest of a member in the Association shall not be transferable. Any member may transfer her membership from any affiliated association to any other affiliated association upon application in writing to the Secretary of the Association.

6. **Active Members.** The following shall be — (a) Any person who is a dental assistant actively employed as such in a University, Community College of Applied Arts and Technology, Hospital, Armed Forces, Public Health, or Dental Office in the Province of Ontario.

(b) Any person who is a dental assistant actively employed as an instructor of dental assisting in any dental programme.

7. **Associate Members.** Any person who was formerly an active member of the Association but is no longer eligible under the provisions of paragraph 6 hereof, or any person who is employed in an occupation allied to or associated with the dental profession and is not otherwise eligible for active membership, is eligible for associate membership.

Associate members shall enjoy all the privileges of membership in the Association except the right to vote, hold elective office or serve as Chairman of any committee of the Association. Associate members shall be entitled to enjoy all services offered by the Association and shall also be entitled to a membership card, and a subscription to the Association's Journal. Fees payable by associate members shall be five dollars (\$5.00) less than those payable by active members.

8. **Independent Members.** An independent member is a member who otherwise qualified as an active member but does not live within 100 kilometres of an affiliated association. This member will be excused that part of the annual fee for an active member that is assigned to an affiliate association upon application for same.

9. **Student Members.** Any person enrolled in an accredited school of dental assisting shall be eligible for student membership in the Association. Student members admitted to active membership during the year of graduation shall pay no additional fee for the remainder of such year.

Student members shall enjoy all the privileges of membership in the Association except the right to vote, hold elective office or serve as a member of any committee of the Association. Student Members shall be entitled to enjoy all services offered by the Association and shall also be entitled to a student membership card and a subscription to the Association's Journal.

10. **Life Members.** Any active, associate, or independent member who has provided meritorious service to the Association and otherwise has made an outstanding contribution to the Association shall be eligible for life membership. To qualify as a life member, an active member must be elected to life membership by unanimous vote of the board of directors of the Association.

Life members shall receive special membership cards and shall otherwise enjoy all the privileges of active membership in the Association. Life members shall not be required to pay any fees, dues or assessments.

11. **Honorary Members.** Honorary membership may be conferred upon any person who has distinguished herself or himself in the dental profession, the allied sciences, or any other socially valuable activity and who has aided in promoting the welfare of the dental assistant. Honorary membership shall be conferred by a majority vote of the board of directors and shall be confirmed by a majority vote of members cast at an annual meeting of the Association.

Honorary members shall enjoy all the privileges of membership in the Association except the right to vote, hold elective office or serve as a member of any committee of the Association.

Honorary membership shall entitle such person to receive a certificate of honorary membership together with a subscription to the Association's Journal. Honorary members shall not be required to pay any fees, dues or assessments.

12. **Inactive Members.** Any person who is an active, associate or independent member may make application in writing to the Association to withdraw from active, associate or independent membership for a designated reason and continue as an inactive member for a period not to exceed (12) months. Such application and permission are subject to the approval of the Membership Committee of the Association. An inactive member may extend her inactive membership subsequent to the initial twelve (12) month period aforesaid by a yearly application to the Membership Committee and subject to the concurrence thereof.

13. **Voting Rights.** Each active, independent and life member shall be entitled to one (1) vote at all meetings of members of the Association, provided that such member is not then in arrears in the payment of any fees, dues or assessments determined from time to time by the board of directors. No associate, student, honorary or inactive member shall be entitled to vote at any meetings of members.

14. **Termination of Membership.** The interests of any member in the Association is not transferable and lapses and ceases to exist, (a) if the fees, dues or assessments which are due and payable by any member are more than three (3) months in arrears and the board of directors determine by resolution that such membership be terminated; (b) upon the death of any member; and (c) upon the resignation by notice in writing addressed to the Secretary of the Association, which resignation shall be effective upon receipt thereof by the Secretary.

In the event of a lapse or cessation of membership or any member, all membership cards or other certificates relating thereto shall be forthwith surrendered to the Secretary of the Association. Any member resigning her or his membership shall be liable for all fees, dues and/or assessments which are due and payable by such member for the current year or such portion thereof as may be determined by the board of directors.

15. Reinstatement of Membership. Any Inactive member or any person whose membership has ceased or has been otherwise terminated for any reason whatsoever shall be entitled to reapply for membership in the Association if such person otherwise qualifies for the class of membership for which reapplication is being made, and if all prior fees, dues or assessments for the one (1) year immediately preceding the re-application have been paid to the Association.

MEMBERSHIP DUES, FEES AND ASSESSMENTS

16. There shall be an annual fee due and payable on the first day of January in each year which shall cover the period commencing on January 1 and ending on December 31 following. The annual fee shall include the cost of a subscription to the Association's Journal. The annual fee or other dues payable by the members of the Association and any other or further assessments shall be as determined from time to time by resolution of the board of directors.

All annual fees, dues or any other or further assessments shall be remitted by the members to the Association which in turn shall remit a portion thereof, as prescribed by the board of directors of the Association, to the affiliate associations. Annual fees received by the Association after the first day of November in any year shall be credited to the following year. No annual fees, dues or any other or further assessments shall be subject to refund.

Annual fees, dues or any other or further assessments payable by student members shall be one third of the fees, dues or other or further assessments payable by active members.

BOARD OF DIRECTORS

17. Composition. The affairs of the Association shall be managed by a board of directors who may exercise all such powers and do all such acts and things as may be exercised or done by the Association and are not by the by-laws or any special resolution of the Association or by statute expressly directly or required to be done in some other manner. The board of directors shall be comprised of one (1) elected representative from each of the sixteen (16) affiliated associations, the Chairman of the Accreditation Division of the Association, and six (6) other directors.

18. Qualification. Every director shall be twenty-one (21) or more years of age and shall be an active or life member of the Association. No dentist, dental hygienist, denture therapist or registered dental technician shall be qualified to be elected a director of the Association.

19. Term of Office and Filling of Vacancies. The director's term of office (subject to the provisions, if any, of the letters patent and any supplementary letters patent and of the by-laws of the Association) shall be from the date of the meeting of members at which they are elected or appointed until the annual meeting next following or until their successors are elected or appointed. So long as a quorum of directors remains in office, any vacancy occurring in the Board of Directors may be filled by such Directors as remain in office. A person appointed by such directors as remain in office to fill a vacancy in the board shall hold office (subject to the provisions aforesaid) for the balance of the unexpired term of the vacating director.

20. Vacation of Office. The office of a director of the Association shall ipso facto be vacated:

- (a) if she becomes bankrupt or suspends payment or compounds with her creditors or makes an authorized assignment or is declared insolvent;
- (b) if she is found to be mentally incompetent or becomes of unsound mind;
- (c) if she is convicted of any criminal offence;
- (d) if by notice in writing to the Secretary of the Association she resigns her office; and
- (e) if she has been absent from three (3) consecutive meetings of the board of directors in which event she shall be deemed to have resigned her office.

21. Election and removal. Directors shall be elected by the members in general meeting on a show of hands unless a poll is demanded in which case such election shall be by ballot. The whole board of directors shall retire at the general meeting of members at which directors are to be elected but, subject to the provisions of this by-law, shall be eligible for re-election; provided always that the members of the Association may by resolution passed by at least two-thirds ($\frac{2}{3}$) of the votes cast at a general meeting of which notice specifying the intent to pass such resolution has been given, remove any director before the expiration of her term of office and may, by a majority of the votes cast at such meeting, elect any person in her stead for the remainder of her term. A retiring director shall retain office until the dissolution or adjournment of the meeting at which

her successor is elected, unless such meeting was called for the purpose of removing her from office as a director in which case the director so removed shall vacate office forthwith upon the passing of the resolution for her removal.

MEETING OF DIRECTORS

22. Place of Meeting; Notice. Meetings of the board of directors and of the Executive Committee of the board of directors may be held either at the head office of the Association or at any place within or outside of Ontario as the directors may from time to time determine. A meeting of directors may be convened by the President or the President-Elect or any two directors at any time and the Secretary by direction of the President or President-Elect or any two directors shall convene a meeting of directors. The directors may from time to time by resolution determine to hold regular meetings of the board of directors and shall by such resolution fix the dates or times of such regular meetings. So long as any such resolution is in effect, the Secretary of the Association shall convene such regular meetings by notice given in the manner hereinafter referred to. Notice of directors' meetings shall be delivered or mailed or telegraphed or cabled to each director not less than two (2) days (exclusive of the day on which the notice is delivered or mailed or telegraphed or cabled, but inclusive of the day for which notice is given) before the meetings take place; provided always that the meetings of the board of directors may be held at any time without formal notice if all the directors are present or those absent have waived notice or have signified their consent in writing or by cable or telegram addressed to the Secretary to the meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or any notice thereof may be waived by any director.

For the first meeting of the board of directors to be held immediately following the election of directors at an annual or general meeting of members or for a meeting of the board of directors at which a director is appointed to fill a vacancy on the board, no notice of such meeting shall be necessary to the newly elected or appointed director or directors in order legally to constitute the meeting provided a quorum of the directors is present.

23. Quorum and Voting. A majority of the directors shall form a quorum for the transaction of business. Questions arising at any meeting of directors shall be decided by a majority of votes. In the event of an equality of votes, the Chairman of the meeting in addition to her original vote shall have a second or casting vote.

REMUNERATION OF DIRECTORS

24. The directors of the Association shall serve without remuneration and no director shall directly or indirectly receive any profit from her position as such; provided however, that a director may be paid reasonable expenses incurred by her in the performance of her duties. Nothing herein contained shall be construed to preclude any director from serving the Association as an officer or in any other capacity and receiving compensation therefor.

EXECUTIVE COMMITTEE

25. So long as the number of directors on the board of directors of the Association is more than six (6), the board of directors may from time to time elect from among their number an Executive Committee consisting of not fewer than three (3). The Executive Committee may fix its quorum at not less than a majority of its members.

The Executive Committee shall exercise such advisory and executive decisions, between meetings of the board of directors, as are required for the proper administration of the affairs of the Association. All such decisions, however, shall be subject to the confirmation by the board of directors. All decisions of the Executive Committee shall be arrived at by a majority vote of its members.

OFFICERS

26. Election and Appointment of Officers. The Officers of the Association shall be a President, a President-Elect, a Past-President, a Secretary, a Treasurer and if deemed necessary or advisable, a Vice-President, an Assistant-Secretary and/or an Assistant-Treasurer. At the annual meeting of members of the Association at which this by-law is confirmed, a President, a President-Elect, a Past-President, a Secretary, a Treasurer and, if deemed necessary or advisable, a Vice-President, an Assistant-Secretary and/or Assistant Treasurer shall be elected by the members of the Association. Thereafter a President-Elect, a Secretary, a Treasurer and, if deemed necessary or advisable, a Vice-President, an Assistant Secretary, and/or Assistant Treasurer shall be elected annually by the members of the Association. A President, President-Elect or Past President who has been so elected shall hold office until the annual meeting of members next following her election, at which time at the commencement of such meeting such President shall assume the office of Past-President for the ensuing year, such President-Elect

shall assume the office of President for the ensuing year and such Past-President shall retire. All officers of the Association shall be active independent or life members of the Association. In addition, a President, a President-Elect, a Past-President, a Secretary and a Treasurer of the Association shall also be required to be directors of the Association in order to qualify for election to such offices. No two (2) offices may be held by the same person. The board of directors of the Association may from time to time elect or appoint such other officers or agents as it shall deem necessary or advisable and who shall have such authority and shall perform such duties as from time to time shall be prescribed by the board of directors.

27. Remuneration and Removal of Officers. The remuneration of all officers shall be determined from time to time by resolution of the board of directors and the fact that any officer or employee is a director of the Association shall not disqualify her from receiving such remuneration as may be so determined. All officers, in the absence of agreement to the contrary, shall be subject to removal by resolution of the board of directors at any time with or without cause.

28. Duties of Officers may be delegated. In case of the absence or inability to act of any officer of the Association or for any other reason that the board of directors may deem sufficient, the board of directors may delegate all or any of the powers of such officer to any other officer or to any director for the time being.

29. President. The President shall, when present, preside at all meetings of the directors and members; she shall sign such contracts, documents or instruments in writing as require her signature and shall have such other powers and duties as may from time to time be assigned to her by the board of directors or as are incidental to her office.

30. President-Elect. The President-Elect shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President. The President-Elect shall sign such contracts, documents or instruments in writing as require her signature and shall also have such other powers and duties as may from time to time be assigned to her by the board of directors.

31. Past-President. The Past-President shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President and the President-Elect. The Past-President shall sign such contracts, documents or instruments in writing as require her signature and shall also have such other powers and duties as may from time to time be assigned to her by the board of directors.

32. Vice-President. The Vice-President (if any) shall be vested with all the powers and shall perform all the duties of the President in the absence or inability or refusal to act of the President, the President-Elect and the Past-President. The Vice-President (if any) shall sign such contracts, documents or instruments in writing as require her signature and shall also have such other powers and duties as may from time to time be assigned to her by the board of directors.

33. Secretary. The Secretary shall give or cause to be given notice for all meetings of the board of directors and members when directed to do so. She shall be the custodian of the seal of the Association and of all books, papers, records, correspondence, contracts and other documents belonging to the Association which she shall deliver up only when authorized by a resolution of the board of directors and only to such person or persons as may be named in the resolution. She shall sign such contracts, documents or instruments in writing as require her signature and shall have such other powers and duties as may from time to time be assigned to her by the board of directors or as are incidental to her office.

34. Treasurer. Subject to the provisions of any resolution of the board of directors, the Treasurer shall have the care and custody of all the funds and securities of the Association and shall deposit the same in the name of the Association in such bank or banks or with such other depository or depositories as the board of directors may direct. She shall keep or cause to be kept the books of account and accounting records required by The Corporations Act (Ontario). She shall sign such contracts, documents or instruments in writing as require her signature and shall have such other powers and duties as may from time to time be assigned to her by the board of directors or as are incidental to her office. She may be required to give such bond for the faithful performance of her duties as the board of directors in their uncontrolled discretion may require but no director shall be liable for failure to require any such bond or for the insufficiency of any such bond or for any loss by reason of the failure of the Association to receive any indemnity thereby provided.

35. Assistant Secretary and the Assistant Treasurer. The Assistant Secretary (if any) and the Assistant Treasurer (if any) shall respectively perform all the duties of the Secretary and the Treasurer respectively in the absence or inability or refusal to act of the Secretary or the Treasurer, as the case may be. The Assistant Secretary and the Assistant Treasurer shall sign such contracts, documents or instruments in writing as require her or their signatures respectively and shall also have such other powers and duties as may from time to time be assigned to them by the board of directors.

36. Executive Director. The board of directors may from time to time appoint an Executive Director (who shall not be a director of the Association) and may delegate to her such power and authority to manage and direct the business and the affairs of the Association (except such matters as by law must be dealt with by the board of directors or by the members in general meeting) and to employ and discharge agents and employees of the Association as the board of directors considers desirable. An Executive Director shall conform to all lawful orders given to her by the board of directors of the Association and shall at all reasonable times give to the directors or any of them all information they may require regarding the affairs of the Association. Any agent or employee appointed by the Executive Director shall be subject to discharge by the board of directors. The Executive Director shall not make decisions respecting membership in the Association and shall direct all applications and enquiries to the Membership Committee.

37. Vacancies. If the office of any officer shall be or become vacant by reason of death, resignation, disqualification or otherwise, the directors by resolution may elect or appoint an officer to fill such vacancy.

SUBMISSION OF CONTRACTS OR TRANSACTIONS TO MEMBERS FOR APPROVAL

38. The board of directors in their discretion may submit any contract, act or transaction for approval, ratification or confirmation at any annual meeting of the members or at any general meeting of the members called for the purpose of considering the same and any contract, act or transaction that shall be approved, ratified or confirmed by a resolution passed by a majority of the votes cast at any such meeting (unless any different or additional requirement is imposed by the Corporations Act or by the Association's Letters Patent or any supplementary letters patent or any other by-law) shall be as valid and as binding upon the Association and upon all the members as though it had been approved, ratified and/or confirmed by every member of the Association.

FOR THE PROTECTION OF DIRECTORS AND OFFICERS

39. No director or officer for the time being of the Association shall be liable for the acts, receipts, neglects or defaults of any other director or officer or employee or for joining in any receipt or act for conformity or for any loss, damage or expense happening to the Association through the insufficiency or deficiency of title to any property acquired for or on behalf of the Association or for the insufficiency or deficiency of any security in or upon which any of the moneys belonging to the Association shall be placed out or invested or for any loss or damage arising from the bankruptcy, insolvency or tortious act of any person, firm or corporation including any person, firm or corporation with whom or which any moneys, securities or effects shall be lodged or deposited or for any loss, conversion, misapplication or misappropriation of or any damage resulting from any dealings with any moneys, securities or other assets belonging to the Association or for any other loss, damage or misfortune whatever which may happen in the execution of the duties of her respective office or trust or in relation thereto unless the same shall happen by or through her own wrongful and wilful act or through her own wrongful and wilful neglect or default. The directors from the time being of the Association shall not be under any duty or responsibility in respect of any contract, act or transaction whether or not made, done or entered into in the name or on behalf of the Association, except such as shall have been submitted to and authorized or approved by the board of directors. If any director or officer of the Association shall be employed by or shall perform services for the Association otherwise than as a director or officer or shall be a member of a firm or a shareholder, director or officer of a firm, company or corporation which is employed by or performs services for the Association the fact of her being a director or officer of the Association shall not disentitle such director or officer of such firm, company or corporation as the case may be, from receiving proper remuneration for such services.

INDEMNITIES TO DIRECTORS, OFFICERS AND OTHERS

40. Every director or officer of the Association or other person who has undertaken or is about to undertake any liability on behalf of the

Association or any company or corporation controlled by it and their heirs, executors and administrators, and estate and effect, respectively, shall from time to time and at all times, be indemnified and saved harmless out of the funds of the Association from and against.

(a) all costs, charges and expenses whatsoever which such director, officer or other person sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against her, for or in respect of any act, deed, matter or thing whatsoever made, done or permitted by her, in or about the execution of the duties of her office or in respect of any such liability;

(b) all other costs, charges and expenses that she sustains or incurs in or about or in relation to the affairs thereof, except such costs, charges or expenses as are occasioned by her own wilful neglect or default.

MEETINGS OF MEMBERS

41. **Annual Meeting.** Subject to compliance with The Corporations Act, the annual meeting of the members shall be held at any place within Ontario or at any one or more places outside of Ontario designated by the letters patent or supplementary letters patent issued to the Association on such day in each year as the board of directors may by resolution determine.

42. **General Meetings.** Other meetings of the members may be convened by the President or the President-Elect or by the board of directors at any time for any place within Ontario or at any one or more places outside of Ontario designated by the letters patent or supplementary letters patent issued to the Association.

43. **Notice.** A printed, written or typewritten notice, stating the day, hour and place of meeting and the general nature of the business to be transacted shall be served, either personally or by sending such notice to each member entitled to notice of such meeting and to the auditor of the Association through the post, in a prepaid wrapper or a letter, at least ten (10) days (exclusive of the day of mailing and of the day for which notice is given) before the date of every meeting directed to such address of each such member and of the auditor as appears on the books of the Association, or if no address be given therein, then to the last address of such member and auditor known to the Secretary; provided always that a meeting of members may be held for any purpose at any time and at any place within Ontario or at any one or more places outside of Ontario designated by the letters patent or supplementary letters patent issued to the Association without notice if all the members entitled to notice of such meeting are present in person or if all the absent members entitled to notice of such meeting shall have signified their assent in writing or by cable or telegram, addressed to the Secretary, to such meeting being held. Notice of any meeting or any irregularity in any meeting or in the notice thereof may be waived by any member or by the auditor of the Association.

44. **Omission of notice.** The accidental omission to give notice of any meeting or the non-receipt of any notice by any member or members shall not invalidate any resolution passed or any proceedings taken at any meeting of members.

45. **Votes.** Every question submitted to any meeting of members shall be decided in the first instance by a show of hands and in the event of an equality of votes the Chairman shall both on a show of hands and on a poll have a casting vote in addition to the vote or votes to which she may be entitled as a member.

At any meeting unless a poll is demanded, a declaration by the Chairman that a resolution has been carried or carried unanimously or by any particular majority or lost or not carried by a particular majority shall be conclusive evidence of the fact.

In the absence of the President, the President-Elect, the Past-President and the Vice-President (if any), the members present and entitled to vote shall choose another director as Chairman and if no director is present or if all the directors present decline to take the chair then the members present shall choose one of their number to be Chairman.

If at any meeting a poll is demanded on the election of a Chairman or on the question of adjournment it shall be taken forthwith without adjournment. If a poll is demanded on any other question or as to the election of directors, it shall be taken in such a manner and either at once or later at the meeting or after adjournment as the Chairman directs. The result of a poll shall be deemed to be the resolution of the meeting at which the poll was demanded. A demand for a poll may be withdrawn.

46. **Adjournment.** The Chairman may with the consent of any meeting adjourn such meeting from time to time and no notice of such adjournment need be given to the members. Any business may

be brought before or dealt with at any adjourned meeting which might have been brought before or dealt with at the original meeting in accordance with the notice calling the same.

47. **Quorum.** For all purposes the presence of two (2) active members shall be necessary to constitute a quorum. No business shall be transacted at any meeting unless the requisite quorum shall be present at the commencement of such business.

VOTING SHARES AND SECURITIES IN OTHER COMPANIES

48. All of the shares or other securities carrying voting rights of any other company or corporation held from time to time by the Association may be voted at any and all meetings of shareholders, bondholders, debenture holders or holders of other securities (as the case may be) of such other company or corporation and in such person or persons as the board of directors of the Association shall from time to time determine. The duly authorized signing officers of the Association may from time to time execute and deliver for and on behalf of the Association proxies and/or arrange for the issuance of voting certificates and/or other evidence of the right to vote in such names as they may determine without the necessity of a resolution by the board of directors.

INFORMATION AVAILABLE TO MEMBERS

49. No member shall be entitled to or to require discovery of any information respecting any details or conduct of the Association's business which in the opinion of the directors it would be inexpedient or inadvisable in the interests of the members of the Association to communicate to the public.

The directors may from time to time determine whether and to what extent and at what time and place and under what conditions or regulations the documents, books and registers and books of account and accounting records of the Association or any of them shall be open to the inspection of members, and no member shall have any right to inspect any document or book or register or book of account or accounting record of the Association except as conferred by statute or authorized by the board of directors or by resolution of the members passed in general meeting.

NOTICES, ETC.

50. **Service.** Any notice or other document to be given by the Association to any member, director or auditor of the Association shall be served either personally or by sending it through the post in a prepaid envelope or wrapper or by telegram or cablegram addressed to such member, director or auditor at his address as the same appears in the books of the Association or if no address be given therein then to the last address of such member, director or auditor known to the Secretary. With respect to every notice or other document sent by post it shall be sufficient to prove that the envelope or wrapper containing the notice or the document was properly addressed and put into a Post Office or into a Post Office letter box.

51. **Signature to Notices.** The signatures to any notice or other document given by the Association may be written, stamped type-written or printed or partly written, stamped, typewritten or printed.

52. **Computation of Time.** Where a given number of days' notice or notice extending over any period is required to be given the day of service or a posting of the notice shall, unless it is otherwise provided, be counted in such number of days or other period.

CHEQUES, DRAFTS, NOTES, ETC.

53. All cheques, drafts or orders for the payment of money and all notes and acceptances and bills of exchange shall be signed by such officer or officers or other person or persons, whether or not officers of the Association, and in such manner as the board of directors may from time to time designate by resolution.

CUSTODY OF SECURITIES

54. All shares and securities owned by the Association shall be lodged (in the name of the Association) with a chartered bank or a trust company or in a safety deposit box or, if so authorized by resolution of the board of directors, with such other depositaries or in such other manner as may be determined from time to time by the board of directors.

All share certificates, bond, debentures, notes or other obligations belonging to the Association may be issued or held in the name of a nominee or nominees of the Association (and if issued or held in the names of more than one nominee shall be held in the names of the nominees jointly with the right of survivorship) and shall be endorsed in blank with endorsement guaranteed in order to enable transfer thereof to be completed and registration thereof to be effected.

EXECUTION OF CONTRACTS, ETC.

55. Contracts, documents or instruments in writing requiring a signature of the Association may be signed by the President, the President-Elect or the Past-President together with the Secretary or the Treasurer, and all contracts, documents or instruments in writing so signed shall be binding upon the Association without any further authorization or formality. The board of directors is authorized from time to time by resolution to appoint any officer or officers or any person or persons on behalf of the Association either to sign contracts, documents or instruments in writing generally or to sign specific contracts, documents or instruments in writing.

The corporate seal of the Association may, when required, be affixed to contracts, documents or instruments in writing signed as aforesaid or by any officer or officers, person or persons appointed as aforesaid by resolution of the board of directors.

The term "contracts, documents or instruments in writing" as used in this by-law shall include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, immovable or moveable, agreements, releases, receipts and discharges for the payment of money, whether obligations, conveyances, transfers and assignment of shares, share warrants, bonds, debentures, or other securities and all paper writing.

In particular without limiting the generality of the foregoing, the President, the President-Elect or the Past-President together with the Secretary or the Treasurer, are authorized to sell, assign, transfer, change convert or convey any and all shares, bonds, debentures, rights, warrants or other securities, owned by or registered in the name of the Association and to sign and execute (under the corporate seal of the Association or otherwise) all assignments, transfers, conveyances, powers of attorney and other instruments that may be necessary for the purpose of selling, assigning, transferring, exchanging, converting or conveying any such shares, stocks, bonds, debentures, rights, warrants or other securities.

The signature or signatures of any director of the Association and/or of any officer or officers may, if specifically authorized by a resolution of the board of directors, be printed, engraved, lithographed or otherwise mechanically reproduced upon all contracts, documents or instruments in writing or bonds, debentures or other securities of the Association, executed or issued by and on behalf of the Association and all contracts, documents or instruments in writing or bonds, debentures or other securities of the Association in which the signature or signatures of any of the foregoing officers or persons shall be so reproduced, by authorization by resolution of the board of directors, shall be deemed to have been manually signed by such officers or persons whose signature or signatures is or are so reproduced and shall be as valid to all intents and purposes as if they had been signed manually and notwithstanding that the officers or persons whose signature or signatures is or are so reproduced may have ceased to hold office at the date of the delivery or issue of such contracts, documents or instruments in writing, or bonds, debentures or other securities of the Association.

AFFILIATED ASSOCIATIONS

56. The expression "affiliated association" as used in this by-law shall mean and include an association in the Province of Ontario adhering to the objects of the Association and which is composed of members of the Association.

In any area where there are fifteen (15) or more members of the Association, an affiliated association shall be formed. Such affiliated association shall take its name from the territorial area in which it is located and shall be governed by the existing by-laws of the Association.

To become an affiliated association, application shall be made in writing to the board of directors of the Association and approval must be granted by a majority vote of the said board of directors. Every affiliated association shall be responsible for its own internal financial dealings and obligations. Affiliated associations may adopt rules which do not conflict with the by-laws of the Association. Records shall be kept by affiliated associations on such matters as their membership, finances, meetings and such other matters as are deemed by the board of directors of the Association to be necessary.

An affiliated association shall provide a minimum of six (6) educational programmes each year.

COMMITTEES

57. Committees of the Association shall be classified as follows:

- Standing Committees
- Special Committees
- Convention Committee, and
- Winter Clinic Committee.

All committee members shall be active, associate, independent or life members of the Association. All committee chairmen shall be life, active or independent members of the Association.

Except as otherwise provided in this by-law, the Chairmen and members of the various committees shall be appointed by the board of directors of the Association. Vacancies from time to time shall be likewise filled by the board of directors of the Association.

Committees may expend money or contract financial obligations only in amounts authorized or budgeted to them by the board of directors of the Association. All committees shall submit a proposed yearly budget to the board of directors.

All committees shall when requested by the board of directors submit at a time designated by the board of directors reports governing their activities.

STANDING COMMITTEES

58. (1) Budget and Finance Committee

The budget and finance committee shall be composed of the President, Past-President, the President-Elect, and the Treasurer. The budget and finance committee shall be appointed for a term of one year. It shall be the duty of the budget and finance committee to periodically review the financial affairs of the Association and make recommendations to the board of directors for developing and maintaining a sound financial structure for the Association. This committee shall also examine and make recommendations to the board of directors regarding the annual budget of the Association.

(2) By-laws Committee

The by-laws committee shall be composed of three members of the Association who shall serve for a term of three (3) years. The three (3) initial appointments to the by-laws committee shall be appointed for terms of one, two and three years respectively, after which periods such committee members shall resign and a new committee member shall be appointed. It shall be the duty of the by-laws committee to examine from time to time the by-laws of the Association, and, if deemed necessary, propose amendments thereto in order to advance the objects of the Association. The by-laws committee shall also examine and propose amendments to the by-laws of the various affiliated associations in like manner.

(3) Membership Committee

The membership committee shall be composed of three members of the Association who shall serve for a term of one (1) year. One member shall be from the Executive Committee and two shall be from the board of directors of the Association.

It shall be the duty of the membership committee to examine and initiate means for maintaining and increasing the membership of the Association, review applications and determine eligibility of prospective members of the Association and render opinions to the board of directors as to such applicants. A member of the membership committee shall aid with registrations at the annual meetings of the Association.

(4) Nominating Committee

The nominating committee shall be composed of four members of the Association three of whom shall be members of the board of directors and one of whom shall be a member of the Accreditation Division of the Association. The nominating committee shall serve for a term of one (1) year after its appointment.

It shall be the duty of the nominating committee to have charge of the preparation of a slate of nominees who will be contesting offices open for election at annual meetings of the Association. The nominating committee shall also cause to be published in the pre-convention issue of the Association's Journal a list of vacant offices open for nomination and which are to be filled at the annual meeting of the Association.

(5) Public Relations Committee

The public relations committee shall be composed of four (4) members one of whom shall be an officer of the Association. Members of the public relations committee shall serve for a term of one (1) year. The editor of the Association's Journal shall serve as a consultant to the public relations committee.

It shall be the duty of the public relations committee to develop and maintain a good public relations program and to perform such other duties assigned to it from time to time by the board of directors of the Association.

(6) Judicial Committee

The judicial committee shall be composed of three (3) persons, appointed by the board of directors of the Association. The judicial committee shall serve for a term of one (1) year.

It shall be the duty of the judicial committee to consider matters regarding procedure and ethics as they relate to the Association and to advise the board of directors of the Association in this regard. The judicial committee may recommend discipline against a member of the Association for conduct detrimental to the interests of the public or the dental profession or for violation of the by-laws of the Association. It shall be a duty of the judicial committee to hear and consider appeals from any member of the Association or from affiliated associations and to render decisions thereon.

(7) Insurance and Investment Committee

The insurance and investment committee shall be composed of three (3) members of the board of directors of the Association who shall serve for a term of three (3) years. The three (3) initial appointments to the insurance and investment committee shall be appointed for terms of one, two and three years respectively, after which periods such committee members shall resign and a new member shall be appointed.

It shall be the duty of the insurance and investment committee to consider and study programs for insuring members of the Association and for investing monies of the Association. Recommendations in this regard shall be made to the board of directors of the Association.

SPECIAL COMMITTEES

59. Special committees may be formed by the board of directors of the Association at any time and for any special purpose.

CONVENTION COMMITTEE

60. The convention committee shall be composed of three (3) members of the Association who shall serve for a term of three (3) years. The three initial appointments to the Committee shall be appointed for terms of one, two and three years respectively. After such periods, such committee members shall be replaced by new appointees. It shall be the duty of the convention committee to make all necessary arrangements for the annual convention of the Association.

WINTER CLINIC COMMITTEE

61. The winter clinic committee shall be composed of three (3) members of the Association, not more than two (2) shall be members of the Toronto Dental Nurses and Assistants Association. The three initial appointments to the committee shall be appointed for terms of one, two and three years respectively. After such periods, such committee members shall be replaced by new appointees. It shall be the duty of the winter clinic committee to make all necessary arrangements for the annual Winter Clinic. Winter clinic committee manager shall be appointed by the President of the Association.

OFFICIAL PUBLICATION

62. The Association shall cause to be published from time to time an official journal to be known as the Journal of the Ontario Dental Nurses' and Assistants' Association. The object of the Journal shall be to publish information concerning the Association and its activities as well as scientific and educational articles of interest to the members of the Association. The frequency of issue, the subscription price and all other matters relating to the Journal shall be as determined from time to time by the board of directors.

PRINCIPLES OF ETHICS

63. The conduct of every member of the Association shall be governed by the Association's Principles of Ethics. Members of the Association shall maintain honesty in all matters, comply with the ethics of the dental profession and adhere to professional ethics required by employers.

Every member of the Association shall have an obligation to hold in strict confidence the details of professional services rendered by an employer and the confidences of any patient of such employer. Members of the Association are expected to constantly develop their skills and abilities by seeking additional education in the dental assisting field especially through services provided by the Association. Members are expected to actively participate in the efforts of the Association and the various affiliated associations in order to improve the educational status of the dental assistant. Members of the Association shall not perform services for patients who require the professional competence of a dentist or which are prohibited by The Health Disciplines Act, 1974, parts I and II and the regulations hereunder or by the Royal College of Dental Surgeons of Ontario. Members of the Association who are dental assistants and who hold certificates issued or renewed for the current year by the Accreditation Division of the Association may use the title "Certified Dental Assistant" or "Accredited Preventive Dental Assistant" in connection with their employment or otherwise.

FISCAL PERIOD

64. The fiscal period of the Association shall terminate on the 31st day of December in each year, or on such other date as the board of directors may from time to time by resolution determine.

AUDITORS

65. The members shall at each annual meeting appoint an auditor to audit the accounts of the Association and to hold office until the next annual meeting, provided that the directors may fill any casual vacancies in the office of auditor. The remuneration of the auditor shall be fixed by the board of directors.

BORROWING POWERS

66. The directors may from time to time

- (a) borrow money upon the credit of the Association;
- (b) issue, sell or pledge for such sums and at such prices as may be deemed expedient securities of the Association; or
- (c) charge, mortgage, hypothecate or pledge all or any of the real or personal property of the Association, including book debts, rights, powers, franchises and undertakings currently owned or subsequently acquired, and to secure generally any other obligation or liability of the Association.

From time to time the board of directors may authorize any director, officer or employee of the Association or any other persons to make arrangements with reference to the moneys borrowed or to be borrowed as aforesaid and as to the terms and conditions of the loans thereof, and as to the securities to be given therefor, with power to vary or modify such arrangements, terms and conditions and to give such additional securities for any moneys borrowed or remaining due by the Association as the board of directors may authorize, and generally to manage, transact and settle the borrowing of money by the Association.

INTERPRETATION

67. In all by-laws of the Association, the singular shall include the plural and the plural the singular; the word "person" shall include firms and corporations and the feminine shall include the masculine. Wherever reference is made in the by-laws to any statute or section thereof, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section, as the case may be.

BY-LAW NO. 2

BE IT ENACTED AND IT IS HEREBY ENACTED as a By-law of the ONTARIO DENTAL NURSES' AND ASSISTANTS' ASSOCIATION (herein after called the "Association") as follows:

ACCREDITATION DIVISION

1. **Function:** The function of the Accreditation Division of the Association shall be to further the aims of the Association to the end that higher standards shall be achieved by qualified dental assistants and preventive dental assistants. To this end certificates shall be issued to those who successfully pass an approved examination. In addition, the Accreditation Division may conduct periodic review of the qualifications of all certified dental assistants and accredited preventive dental assistants, shall renew certificates of all such dental assistants and preventive dental assistants who so qualify and shall otherwise perform all such other acts and duties necessary to accomplish this object.

BOARD OF GOVERNORS

2. **Number:** The affairs of the Accreditation Division of the Association shall be managed by a Board of Governors consisting of one member elected by and from each affiliated association, the President and President-Elect of the Association, a Chairman elected by the members of the Association and a Vice-Chairman to be appointed by the Chairman. They may exercise all such powers and do all such acts and things as may be exercised or done by the Accreditation Division and are not by the by-laws or any special resolution of the Association or by statute expressly directed or required to be done in some other manner.

3. **Qualifications:** (a) Every member of the Board of Governors shall be twenty-one (21) or more years of age and shall be a certified dental assistant. She shall be an active independent or life member of the Association.

(b) The Chairman and Vice-Chairman each shall be a certified dental assistant and shall have served on the Board of Governors for a period of not less than four (4) consecutive years.

(c) No dentist, dental hygienist, denture therapist or registered dental technician shall be qualified to be elected a governor of the Accreditation Division.

4. Term of Office and Filling of Vacancies: The governors' term of office (subject to the provisions, if any, of the letters patent and any supplementary letters patent and of the by-laws of the Association) shall be from the date of the meeting at which they are elected or appointed until the annual meeting next following or until their successors are elected or appointed. So long as a quorum of governors remains in office, any vacancy occurring in the board of governors may be filled by such governors as remain in office. A person appointed by such governors as remain in office to fill a vacancy in the board shall hold office (subject to the provisions aforesaid) for the balance of the unexpired term of the vacating governors.

5. Vacation of Office: The office of governor of the Accreditation Division of the Association shall ipso facto be vacated:

(a) if she becomes bankrupt or suspends payment or compounds with her creditors or makes an authorized assignment or is declared insolvent;

(b) if she is found to be mentally incompetent or becomes of unsound mind;

(c) if she is convicted of any criminal offence;

(d) if by notice in writing to the Secretary of the Accreditation Division she resigns her office; and

(e) if she has been absent from three (3) consecutive meetings of the board of governors in which event she shall be deemed to have resigned her office.

6. Election and Removal: The governors elected by the Affiliate Associations shall be elected annually not less than 30 days and not more than 60 days prior to the Annual Meeting of the Association. All such governors shall be eligible for re-election. A retiring governor shall retain office until the dissolution or adjournment of the annual meeting of the Association. At the first meeting of the board of governors following the annual meeting of the Association, a Secretary and Treasurer shall be elected from the members of the board.

MEETING OF GOVERNORS

7. Place of Meeting; Notice: Meetings of the board of governors of the Accreditation Division may be held either at the head office of the Association or at any place within or outside of Ontario as the governors may from time to time determine. A meeting of governors may be convened by the Chairman of the board of governors, the Vice-Chairman or any eight governors at any time. Notice of governors' meetings shall be delivered or mailed or telegraphed or cabled to each governor not less than two (2) days (exclusive of the day of which the notice is delivered, mailed or telegraphed or cabled, but inclusive of the day for which notice is given) before the meetings take place; provided always that the meetings of the board of governors may be held at any time without formal notice if all the governors are present or those absent have waived notice or have signified their consent in writing or by cable or telegram addressed to the Secretary of the board of governors to the meeting being held in their absence. Notice of any meeting or any irregularity in any meeting or any notice thereof may be waived by any governor.

8. Quorum and Voting: A majority of the governors shall form a quorum for transaction of business. Questions arising at any meeting of the governors shall be decided by a majority of votes. In the event of an equality of votes, the Chairman of the meeting in addition to her original vote shall have a second or casting vote.

9. Remuneration of Governors: The governors of the Accreditation Division of the Association shall serve without remuneration except the Chairman and Vice-Chairman who may receive an honorarium. No other governors shall directly or indirectly receive any profit from her position as such; provided however, that a governor may be paid reasonable expenses incurred by her in the performance of her duties.

OFFICERS OF THE ACCREDITATION DIVISION

10. Chairman of the Board of Governors: The Chairman of the board of governors shall, when present, preside at all meetings of the governors; she shall sign such documents or instruments in writing as require her signature and shall have such other powers and duties as may from time to time be assigned to her by the board of governors. She shall attend all meetings of the board of directors of the Association and shall generally act as a liaison officer between the Accreditation Division of the Association, the Royal College of Dental Surgeons of Ontario, Community Colleges of Applied Arts and Technology of Ontario, Secondary Schools offering dental assisting programs and the dental profession generally.

11. Vice-Chairman: The Vice-Chairman shall be vested with all the powers and shall perform all the duties of the Chairman of the board

of governors in the absence or inability or refusal to act of the Chairman. The Vice-Chairman shall sign such documents or instruments in writing as require her signature and shall also have such other powers and duties as may from time to time be assigned to her by the board of governors.

12. Secretary: The Secretary shall give or cause to be given notice of all meetings of the board of governors when directed to do so. She shall be the custodian of all books, papers, records, correspondence, contracts and other documents belonging to the Accreditation Division of the Association which she shall deliver up only when authorized by a resolution of the board of governors and only to such person or persons as may be named in the resolution. She shall sign such other documents or instruments in writing as require her signature and shall have such other powers and duties as may from time to time be assigned to her by the board of governors or as are incidental to her office.

13. Treasurer: Subject to the provisions of any resolution of the board of governors, the Treasurer shall have the care and custody of all the funds and securities of the Accreditation Division of the Association and shall deposit the same in the name of the Association in such bank or banks or with such other depository or depositories as the board of governors may direct. She shall keep or cause to be kept proper books of account and accounting records. She shall sign such documents or instruments in writing as require her signature and shall have such other powers and duties as may from time to time be assigned to her by the board of governors or as are incidental to her office. She may be required to give such bond for the faithful performance of her duties as the board of governors in their uncontrolled discretion may require but no governor shall be liable for failure to require any such bond or for the insufficiency of any such bond or for any loss by reason of the failure to receive any indemnity thereby provided.

14. The Accreditation Division of the Association shall have the responsibility for providing certification to dental assistants and accreditation to preventive dental assistants in the Province of Ontario. Dental assistants who are candidates for certification shall:

- (a) have successfully completed a dental assisting program of not less than one (1) academic year offered by an Ontario College of Applied Arts & Technology; or
- (b) have successfully completed a dental assisting program of not less than two (2) academic years offered by an Ontario Secondary School together with at least twelve (12) months full time practical experience in a dental office or clinic, such experience to consist of a minimum of one thousand eight hundred (1,800) working hours; or
- (c) have successfully completed any other dental assisting program, and shall have passed a Certification Examination approved or set by the Association's Accreditation Division; and
2. be a member in good standing of the Association; and
3. complete the application forms for certification; and
4. pay the applicable fee for examination and/or certification.

Preventive dental assistants who are candidates for accreditation shall:

- (a) have successfully completed the preventive dental assistants' program of a College of Applied Arts and Technology, or other courses approved by the Council of the Royal College of Dental Surgeons of Ontario;
- (b) have provided the Royal College of Dental Surgeons of Ontario her name and current address, together with the name and business address of the member of the Royal College of Dental Surgeons of Ontario by whom she is employed;
- (c) be a member in good standing of the Association;
- (d) complete the application forms for accreditation; and
- (e) pay the applicable fee for accreditation.

APPLICATION FORMS AND FEES PAYABLE

15. Application forms for certification or accreditation shall be available upon request from the Secretary of the Accreditation Division of the Association.

Fees payable upon certification or accreditation and upon renewal of certification or accreditation shall be determined from time to time by the board of governors of the Accreditation Division of the Association. Such fees shall be payable to the Treasurer of the Accreditation Division. In the case of an original application, such fees are payable forthwith, and in the case of renewal, such fees are payable by the 31st day of March of the year in which renewal is sought. Failure to pay the prescribed fees shall result in termination of the privileges offered by the Association and the designation of

Any Certified Dental Assistant or Accredited Preventive Dental Assistant who has failed to remit the annual renewal fee for a period of one (1) year after the same has become due and payable may

become reinstated by payment of a special fee as determined from time to time by the board of governors of the Accreditation Division of the Association. A member who has allowed her Certification or Accreditation to lapse for a period of five (5) years or more may be required to sit for re-qualifying examination prior to again receiving certification or accreditation and shall pay the one year renewal fee.

WITNESS the corporate seal of the Association.

Secretary

MARGARET L. DEICHERT
Chairman, By-laws Committee
O.D.N. & A.A.

Thank you

North Bay, Ontario P1B 8K5

ONTARIO DENTAL NURSES & ASSISTANTS ASSOCIATION BOARD OF DIRECTORS 1980-81

OFFICERS

PRESIDENT

*Mrs. Brenda Moffatt, C.D.A.,
302 - 141 Kipling Ave.,
KITCHENER, Ont. N6C 2B8
(519) 576-5106

PAST PRESIDENT

*Miss Patricia Howes, C.D.A.
2408 - 70 Park St. E.,
MISSISSAUGA, Ont. L5G 1M5
(416) 274-4392

PRESIDENT-ELECT

Mrs. Christine Dow, C.D.A.
1262 Wedgewood Drive,
SUDBURY, Ont. P3A 3E2
(705) 566-0440

VICE-PRESIDENT

*Mrs. Diane Pike, P.D.A.
30 Peden Blvd.,
BROCKVILLE, Ont. K6V 3K3
(613) 342-2170

SECRETARY

*Miss Elizabeth E. Anderson,
C.D.A.
612 - 111 Davisville Avenue,
TORONTO, Ont. M4S 1G5
(416) 481-5918

TREASURER

Miss Helen Crowe, C.D.A.
404 Regent St.,
LONDON, Ont. M5Y 4G9
(519) 434-1543

CONVENTION CHAIRMAN 1981

Mrs. Christine Dow, C.D.A.
(See President-Elect)

CONVENTION MANAGER

Mrs. Patricia A. Miller, C.D.A.
202 - 155 Gardenwood Drive,
LONDON, Ont. N6J 4C4
(519) 472-0108

WINTER CLINIC MANAGER

*Miss Nancy Block,
2408 — 70 Park St. E.,
MISSISSAUGA, Ont. L5G 1M5
(416) 274-4392

ACCREDITATION DIVISION, CHAIRMAN

Miss Margaret Deichert, C.D.A.
402 - 250 Frederick St.,
KITCHENER, Ont. N2H 2N1
(519) 576-7761

ACCREDITATION DIVISION, VICE-CHAIRMAN

Mrs. Patricia A. Miller, C.D.A.
(See Convention Manager)

JOURNAL EDITOR

Mrs. Heather A. Nikolaew,
113 Cathcart Street,
LONDON, Ont. N6C 3M2
(519) 679-8208

EXECUTIVE DIRECTOR, ARCHIVIST, PINS & CRESTS

Mrs. Ann Phippen,
O.D.N. & A.A. Headquarters,
406 - 345 Dixon Road,
WESTON, Ont. M9R 1S6
(416) 245-6129 (9:00 a.m.-4:00 p.m.)

EMPLOYER

Dr. R. Beyers,
347 Lancaster St. W.,
KITCHENER, Ont. N2H 4V4
(519) 578-9670

Dr. H. M. Glickman,
3429 Fieldgate Dr.,
MISSISSAUGA, Ont. L4X 2J4
(416) 625-0308

*Cambrian College, Dental Clinic,
1400 Barrydowne Road,
SUDBURY, Ont. P3A 3V4
(705) 566-8101, Ext. 439 or 366

Leeds, Granville & Lanark
District Health Unit,
70 Charles Street,
BROCKVILLE, Ont.
(613) 345-5685

Dr. H. Ross,
304 - 333 Wilson Avenue,
DOWNSVIEW, Ont. M3H 1T2
(416) 635-5894

Dr. R. A. Begg,
5 - 460 Berkshire Dr.,
LONDON, Ont. N6J 3S1
(519) 471-5640

*Dr. J. A. Guest
287 Queens Avenue,
LONDON, Ont. N6B 1X2
(519) 432-6104

Dr. R. T. Lang,
2183 Davebrook Road,
MISSISSAUGA, Ont. N5J 3M4
(416) 822-3142

*Dr. D. A. Messersmith,
21 Weber St. West,
KITCHENER, Ont. N2H 3Y9
(519) 742-0284

REPRESENTATIVES TO THE BOARD

BAY OF QUINTE

*Mrs. Susan Moorcroft, P.D.A.
262 West College Street,
BELLEVILLE, Ont. K8P 2H6
(613) 962-5013

BRANT

*Miss Lorie Loose, C.D.A.
14 Kensington Street,
BRANTFORD, Ont. N3R 3N7
(519) 753-3002

HALTON-PEEL

*Mrs. Pat Rowan, P.D.A.
70 Lorraine Crescent,
BRAMALEA, Ont. L6S 2R7
(416) 453-9021

HAMILTON

*Ms. Judy Robertson, C.D.A.
74 Garfield South
HAMILTON, Ont. L8M 2S2
(416) 549-9219

KAWARTHA & DISTRICT

*Mrs. Bonnie Darling, C.D.A.
123 Sanderling Cres.
LINDSAY, Ont. K9V 4N5
(705) 324-2498

KINGSTON

*Mrs. Marlene Peterson
1282 Peden Blvd.,
BROCKVILLE, Ont.
(613) 342-3928

LONDON

Miss Mary Lou Fischer, C.D.A.

(519) 432-6060

NIAGARA DISTRICT (1979-1980)

*Mrs. Lynne Cecchin, C.D.A.
162 Pt. Robinson Rd., R.R. # 2,
WELLAND, Ont. L3B 5N5
(416) 892-5415

OTTAWA

*Mrs. Ute Baldwin, C.D.A.
77 Viewmount Dr.,
NEPEAN, Ont. K2G 3B9
(613) 225-1893

SARNIA

*Ms. Karen McInnis, C.D.A.
4008 Cardinal Cr., P.O. Box 1003,
PETROLIA, Ont. N0N 1R0
(519) 882-2903

SIMCOE COUNTY

*Mrs. Christine Evans, C.D.A.
118 - 4th Street East,
COLLINGWOOD, Ont. L9Y 1T7
(705) 445-6642

SUDBURY

*Mrs. Susan Andrews
712 Hwy. 69 North
HANMER, Ont. P0M 1V0
(705) 969-8040

THUNDER BAY (1979-80)

*Mrs. Esther Reith, C.D.A.
335 Sillesdale Crescent,
THUNDER BAY, Ont. P7C 1S7
(807) 577-1297

EMPLOYER

Dr. G. Hipkin,
220 Dundas Street East,
BELLEVILLE, Ont.
(613) 962-1370

Dr. Gary Valcheff,
241 Dunsdon Street,
BRANTFORD, Ont. N3R 3C8
(519) 759-0010

Dr. M. Perlmutter,
40 Peel Centre Drive,
BRAMALEA, Ont. L6T 4B4
(416) 791-1697

Dr. R. G. Smith,
1451 Main Street East,
HAMILTON, Ont. L8K 1C4
(416) 544-2421

Dr. W. J. Percival
22 William St. S.,
LINDSAY, Ont. K9V 3A4
(705) 324-9912

Dr. John Arnott
6 Victoria Ave.,
BROCKVILLE, Ont.
(613) 342-5400

*Dr. K. Wright,
525 Oxford St. E.,
LONDON, Ont. N5Y 3H8
(519) 672-5260

Dr. R. R. Jones,
423 - 2249 Carling Avenue,
OTTAWA, Ont.
(613) 820-2700 or (613) 820-3358

Dr. J. Bacchus,
350 Christina St. N.,
SARNIA, Ont. N7T 5V7
(519) 337-5111

Dr. P. Grigg,
R.R. #1, Box 41,
WASAGA BEACH, Ont. L0L 2P0
(705) 429-3332

Dr. C. R. Opaleychuk
136 Durham St. S.,
SUDBURY, Ont.
(705) 673-4191

Dr. W. C. McComb,
204 - 73 N. Cumberland St.,
THUNDER BAY, Ont. P7A 4L8
(807) 623-0616 (Tues. & Thurs.)
(807) 344-1341

TORONTO

*Miss Patricia Fleming, C.D.A.
21 Florence Avenue,
WILLOWDALE, Ont. M2N 1G1
(416) 221-8258

Dr. L. Lawrence
3042 Yonge St.,
WILLOWDALE, Ont. M4N 2K4
(416) 483-3591

WATERLOO-WELLINGTON

*Mrs. Sue Cunningham, C.D.A.
1st Avenue, #94A,
CAMBRIDGE, Ont. N1S 2B3
(519) 623-5494

Cambridge Dental Clinic,
658 King Street East,
CAMBRIDGE, Ont. N3H 3N6
(519) 653-3181

WINDSOR

*Miss Lynn Morris, C.D.A.
1217 Harrison Avenue,
WINDSOR, Ont. N9C 3J4
(519) 256-9502

Dr. M. Piercell,
700 Tecumseh Road East,
WINDSOR, Ont. N8X 4T2
(519) 258-1231

ACCREDITATION DIVISION

BOARD OF GOVERNORS

EMPLOYER

CHAIRMAN

Miss Margaret L. Deichert, C.D.A.
402 - 250 Frederick St.,
KITCHENER, Ont. N2H 2N1
(519) 576-7761

*Dr. D. A. Messersmith,
21 Weber St. West,
KITCHENER, Ont. N2H 3Y9
(519) 742-0284

VICE-CHAIRMAN

Mrs. Patricia A. Miller, C.D.A.
202 - 155 Gardenwood Drive,
LONDON, Ont. N6J 4C4
(519) 472-0108

*Dr. J. A. Guest,
287 Queens Avenue,
LONDON, Ont. N6B 1X2
(519) 432-6104

O.D.N. & A.A. PRESIDENT/EX-OFFICIO MEMBER

Mrs. Brenda Moffatt, C.D.A.
141 Kipling Avenue, #302,
KITCHENER, Ont. N6C 2B8
(519) 576-5106

Dr. R. Beyers,
347 Lancaster St. W.,
KITCHENER, Ont. N2H 4V4
(519) 578-9670

O.D.N. & A.A. PRESIDENT-ELECT/EX-OFFICIO MEMBER

Mrs. Christine Dow, C.D.A.
1262 Wedgewood Drive,
SUDBURY, Ont. P3A 3E2
(705) 566-0440

*Cambrian College Dental Clinic
1400 Barrydowne Road,
SUDBURY, Ont. P3A 3V4
(705) 566-8101, Ext. 439 or 366

EXECUTIVE DIRECTOR

Mrs. Ann Phippen,
406 - 345 Dixon Road,
WESTON, Ont. M9R 1S6
(416) 245-6129
(9:00 a.m. - 4:00 p.m.)

CAPS

Mrs. Mary Sandziuk, C.D.A.
P.O. Box 1381,
NORTH BAY, Ont. P1B 8K5
(705) 474-1200, Ext. 171
(Business Number)

REPRESENTATIVES TO THE BOARD

BAY OF QUINTE

*Mrs. Freda Way, C.D.A.
32 Ritchie Avenue,
BELLEVILLE, Ont. K8P 3V9
(613) 962-6145

Dr. H. A. Elliott,
249 John Street,
BELLEVILLE, Ont. K8N 3G2
(613) 962-5152

BRANT DISTRICT

*Mrs. Edith Stone
(non-certified — Observer Only)
Box 713, 8 Fairview Dr.,
WATERFORD, Ont. N0E 1Y0
(519) 443-7905

Dr. E. Yaremczuk,
133 Grand River St. N.,
PARIS, Ont. N3L 2M4
(519) 442-4323

HALTON-PEEL

Miss Beverley Jacobs, C.D.A.
907 - 1415 Ghent Avenue,
BURLINGTON, Ont. L7S 1X4
(416) 634-3129

*Lorne Park Secondary School,
1324 Lorne Park Road,
MISSISSAUGA, Ont. L5H 3B1
(416) 278-6177

HAMILTON

*Miss Judy Robertson, C.D.A.
74 Garfield South,
HAMILTON, Ont. L8M 2S2
(416) 549-9219

Dr. R. G. Smith,
1415 Main St. East,
HAMILTON, Ont. L8K 1C4
(416) 544-2421

KAWARTHA DISTRICT

*Mrs. Pamela Mills, C.D.A.
22 Churchill Crescent,
LINDSAY, Ont. K9V 3Y6
(705) 324-5412

Dr. A. A. Istchenko,
26 Peel Street,
LINDSAY, Ont. K9V 3L8
(705) 324-7150

KINGSTON

*Mrs. Marlene Peterson,
1282 Peden Blvd.,
BROCKVILLE, Ont.
(613) 342-3928

Dr. John Arnott,
6 Victoria Avenue,
BROCKVILLE, Ont.
(613) 342-5400

LONDON

*Mrs. Joyce Robinson, C.D.A.
504 - 1595 Ernest Ave.,
LONDON, Ont. N6E 2W7
(519) 686-0776

Victoria Hospital Dental Dept.,
375 South Street,
LONDON, Ont. N6A 4G5
(519) 432-5241, Ext. 4278

NIAGARA DISTRICT

*Mrs. Anne Montgomery, C.D.A.
636 Clare Avenue North,
WELLAND, Ont. L3C 3C1
(416) 734-3074

Dr. A. Palencar,
Suite 103, Pen Centre,
ST. CATHARINES, Ont. L2T 2K9
(416) 684-5226

OTTAWA

Miss Susan Doggett, C.D.A.
110 - 1800 Baseline Road,
NEPEAN, Ont.
(613) 226-4804

*Dr. T. M. Clarke,
133 Holland Avenue,
OTTAWA, Ont. K1Y 0Y2
(613) 728-9196

SARNIA

Mrs. Elsie Gallop, C.D.A.

*Dr. M. Pearlman,
194 George St.,
SARNIA, Ont. N7T 4N7
(519) 344-2721

SIMCOE COUNTY

*Mrs. Christine Evans, C.D.A.
118 - 4th Street East,
COLLINGWOOD, Ont. L9Y 1T7
(705) 445-6642

Dr. P. Grigg,
R.R. #1, Box 41,
WASAGA BEACH, Ont. L0L 2P0
(705) 429-3332

SUDBURY

*Mrs. Susan Andrews,
712 Hwy. 69 North,
HANMER, Ont. P0M 1V0
(705) 969-8040

Dr. C. R. Opaleychuk,
136 Durham St. S.,
SUDBURY, Ont.
(705) 673-4191

THUNDER BAY (1979-80)

*Mrs. Lola Tait, P.D.A.
441 Heather Crescent,
THUNDER BAY, Ont. P7B 5K8
(807) 623-6947

Ministry of Health,
Dental Clinic,
Lakehead Psychiatric Hospital,
THUNDER BAY, Ont.
(807) 344-3571, Ext. 266

TORONTO

*Miss Ellen M. Knudsen, P.D.A.
704 - 28 Riverwood Parkway,
TORONTO, Ont. M8Y 4E3
(416) 239-4034

Dr. M. E. Lucyk & Dr. D. Strain,
305 South Kingsway,
TORONTO, Ont. M6S 3V5
(416) 767-5459

WATERLOO-WELLINGTON

*Ms. Beth Kennedy, C.D.A.
358 Craigeleith Drive,
WATERLOO, Ont. N2L 5B7
(519) 884-9643

Dr. W. Downer,
22 Water St. S.,
KITCHENER, Ont. N2G 4K4
(519) 743-6011

WINDSOR

*Miss Lynn Morris, C.D.A.
1217 Harrison Avenue,
WINDSOR, Ont. N9C 3J4
(519) 256-9502

Dr. M. Piercell,
700 Tecumseh Road East,
WINDSOR, Ont. N8X 4T2
(519) 258-1231

*Indicates preferred mailing address.

